

OFFICE OF THE COUNTY EXECUTIVE – 01

MISSION

The Office of the County Executive's mission is to provide the administrative leadership to serve the public in a professional and ethical manner that promotes full citizen participation; to coordinate and direct the performance of various County activities so that policies are achieved effectively and efficiently; to assure that sound fiscal practices and financial management principles are adhered to, commensurate with funding capabilities and constraints; and to promote employee satisfaction through a stable work environment and personal development opportunities.

DESCRIPTION OF SERVICES

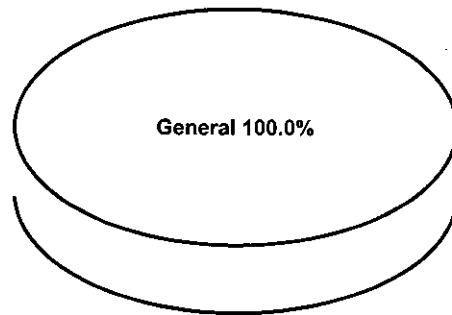
With a management team consisting of a Chief Administrative Officer, Deputy Chief Administrative Officers and a Chief of Staff, this office:

- Carries out the directives of the County Executive.
- Directs and coordinates the services delivered by County agencies, ensuring that services are delivered effectively and efficiently to County residents.
- Interacts with individuals and organizations in the community to ensure that services are responsive to citizens' needs.
- Develops local and State legislation and maintains intergovernmental relations.
- Coordinates economic development programs and the marketing of County resources.

| | | FY2002 ACTUAL | | FY2003 BUDGET | | FY2003 ESTIMATED | | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|------------------------------------|----|------------------|----|------------------|----|---------------------|----|--------------------|-------------------------|
| TOTAL EXPENDITURES | \$ | 3,958,735 | \$ | 4,402,000 | \$ | 3,964,600 | \$ | 4,363,100 | -0.9% |
| EXPENDITURE DETAIL | | | | | | | | | |
| Operations Of The County Executive | | 4,013,332 | | 4,492,100 | | 4,054,700 | | 4,453,200 | -0.9% |
| Recoveries | | (54,597) | | (90,100) | | (90,100) | | (90,100) | 0% |
| TOTAL | \$ | 3,958,735 | \$ | 4,402,000 | \$ | 3,964,600 | \$ | 4,363,100 | -0.9% |
| SOURCES OF FUNDS | | | | | | | | | |
| General Fund | \$ | 3,958,735 | \$ | 4,402,000 | \$ | 3,964,600 | \$ | 4,363,100 | -0.9% |
| Other County Operating Funds: | | | | | | | | | |
| TOTAL | \$ | 3,958,735 | \$ | 4,402,000 | \$ | 3,964,600 | \$ | 4,363,100 | -0.9% |

FY2004 SOURCES OF FUNDS

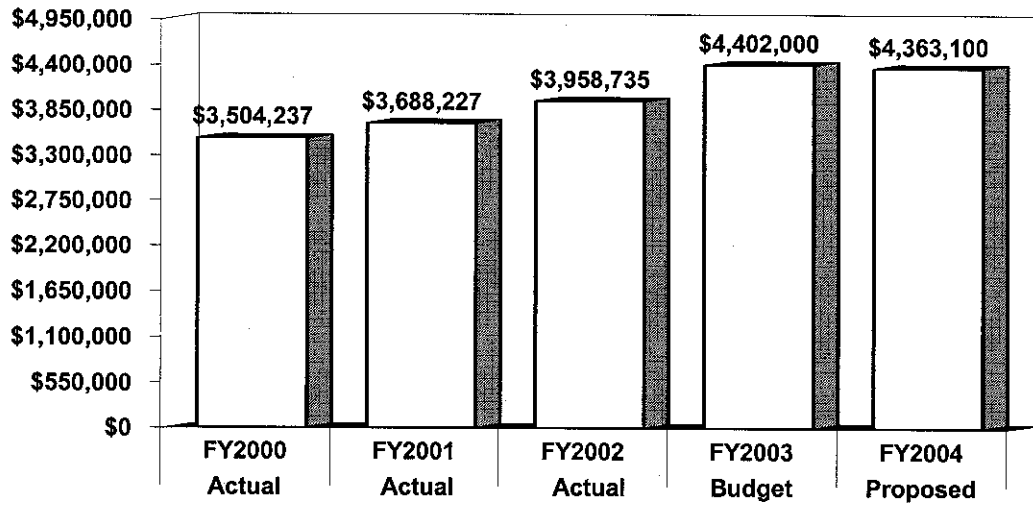
Costs of operations of the Office of the County Executive are supported by the General Fund.



| | FY2002 BUDGET | FY2003 BUDGET | FY2004 PROPOSED | CHANGE FY2003- FY2004 |
|---------------------------|------------------|------------------|--------------------|-----------------------------|
| GENERAL FUND STAFF | | | | |
| Full Time - Civilian | 44 | 43 | 48 | 5 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 1 | 1 | 1 | 0 |
| Limited Term Grant Funded | 0 | 0 | 0 | 0 |
| OTHER STAFF | | | | |
| Full Time - Civilian | | | | |
| Full Time - Sworn | | | | |
| Part Time | | | | |
| Limited Term Grant Funded | | | | |
| TOTAL | | | | |
| Full Time - Civilian | 44 | 43 | 48 | 5 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 1 | 1 | 1 | 0 |
| Limited Term | 0 | 0 | 0 | 0 |

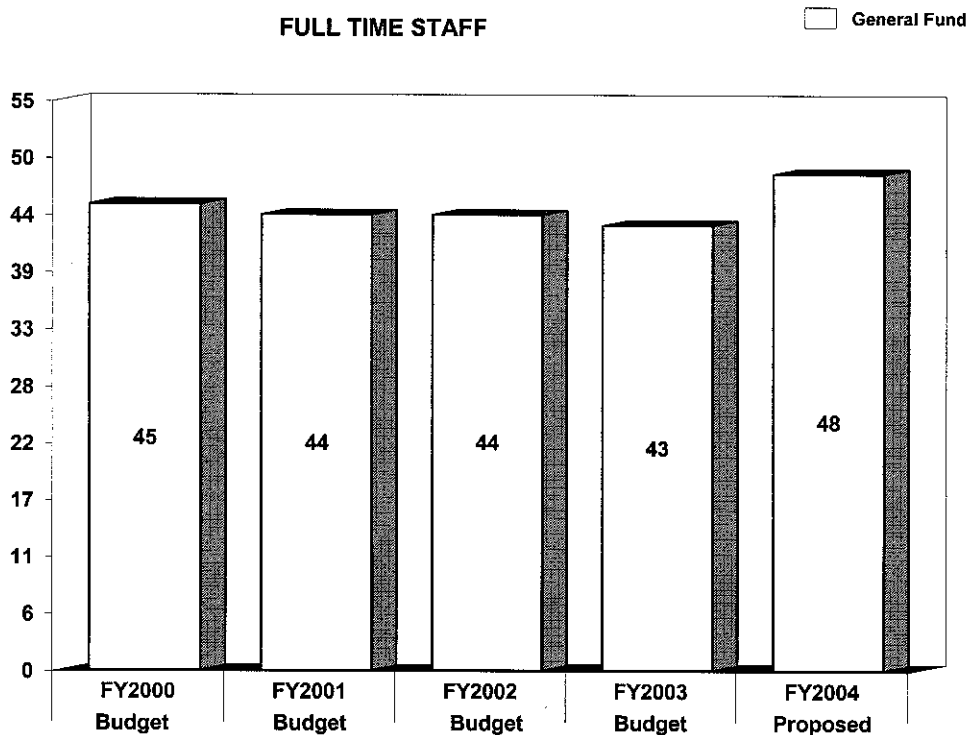
| POSITIONS BY CATEGORY | FULL TIME | PART TIME | LIMITED TERM |
|------------------------------------|--------------|--------------|-----------------|
| Executive & Officials | 7 | 0 | 0 |
| Executive & Administrative Support | 11 | 0 | 0 |
| Professionals | 13 | 0 | 0 |
| Clerical Support | 17 | 0 | 0 |
| Public Service Aides | 0 | 1 | 0 |
| TOTAL | 48 | 1 | 0 |

GENERAL FUND EXPENDITURES



FY2004 expenditures decrease by approximately 1% from FY2003. Turnover in staffing has resulted in salary savings from FY2003 levels. Funding for normal merit increments has been included.

FULL TIME STAFF



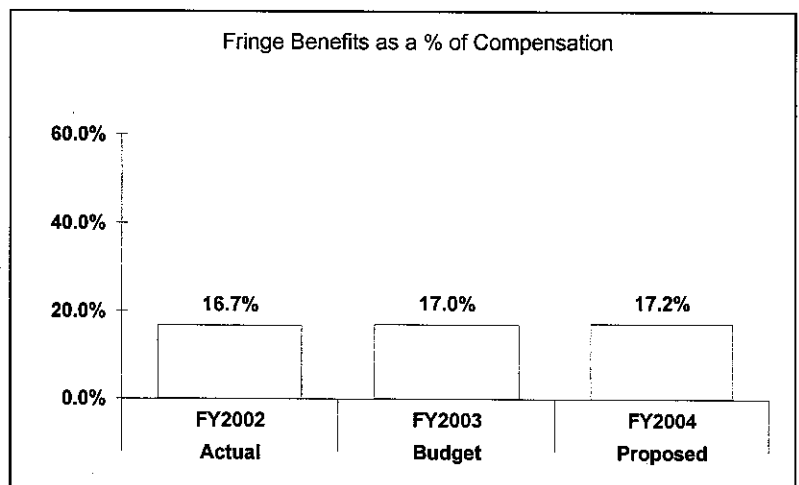
The staff of the Office of the County Executive will increase by five positions from FY2003.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 2,792,075 | \$ 3,207,400 | \$ 2,835,900 | \$ 3,168,500 | -1.2% |
| Fringe Benefits | 466,858 | 544,900 | 482,100 | 544,900 | 0% |
| Operating Expenses | 754,399 | 739,800 | 736,700 | 739,800 | 0% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| | \$ 4,013,332 | \$ 4,492,100 | \$ 4,054,700 | \$ 4,453,200 | -0.9% |
| Recoveries | (54,597) | (90,100) | (90,100) | (90,100) | 0% |
| TOTAL | \$ 3,958,735 | \$ 4,402,000 | \$ 3,964,600 | \$ 4,363,100 | -0.9% |
| STAFF | | | | | |
| Full Time - Civilian | - | 43 | - | 48 | 11.6% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 1 | - | 1 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

Forty-eight full time positions are funded, an increase of five positions from FY2003. Costs of merit increments are included.

Operating costs include communications, printing, office supplies, equipment rentals and assigned costs for office automation. Fringe benefits represent the projected costs of staff participation in the County's package of employee benefits. Recoveries will be received for the costs of a position detailed to the Revenue Authority.

| MAJOR OPERATING EXPENDITURES FY2004 | | |
|--|----|---------|
| Office Automation | \$ | 281,000 |
| Telephones | \$ | 125,000 |
| Operating and Office Supplies | \$ | 60,000 |
| Printing and Reproduction | \$ | 50,000 |
| Miscellaneous | \$ | 46,100 |



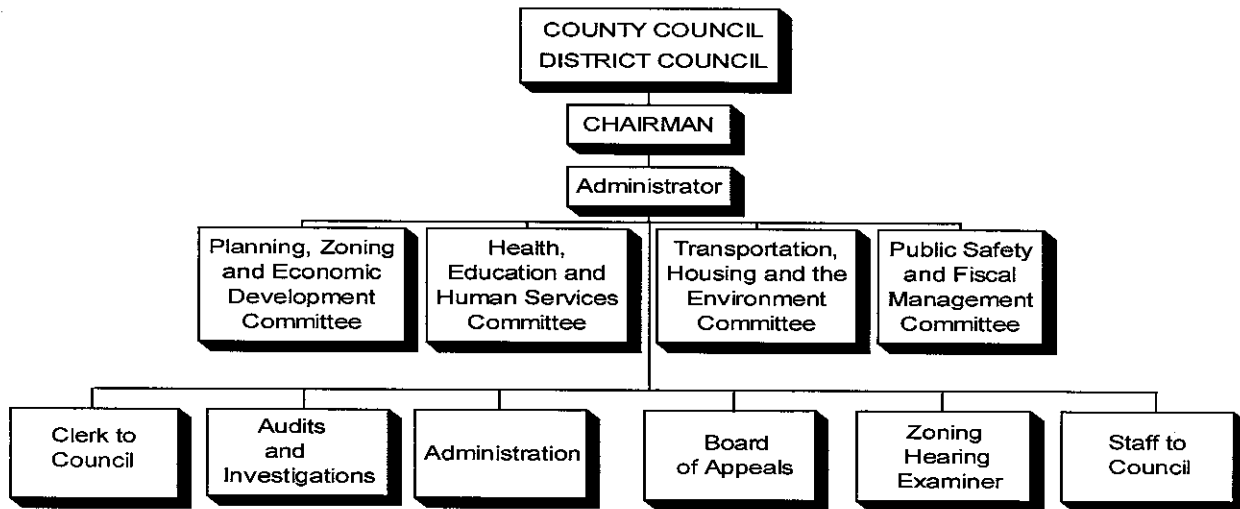
LEGISLATIVE BRANCH - 02

MISSION

The mission of the Legislative Branch is to establish laws, regulations and fiscal policies that balance the diverse needs and interests of those individuals who live and work in Prince George's County by continuously:

- evaluating the performance and effectiveness of County programs to assure citizen satisfaction;
- planning for communities that are diverse, safe, functional and a source of pride;
- encouraging and considering public participation in all governmental policy actions; and
- making innovative use of County revenues and resources to deliver the best possible public health, safety, education and government service programs at an affordable cost.

ORGANIZATION CHART



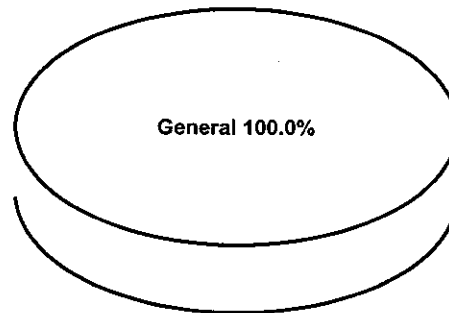
DESCRIPTION OF SERVICES

- All legislative powers that may be exercised by Prince George's County under the Constitution and laws of Maryland, including all law-making powers previously exercised by the General Assembly of Maryland but transferred to the people of the County by virtue of the adoption of the County Charter, are vested in the Council.
- The County Council, established by the Prince George's County Charter, consists of nine members who are nominated and elected by the qualified voters of the County for terms of four years each. The Council elects from its members a Chair and Vice Chair. The Chair, or in the Chair's absence the Vice Chair, presides at all meetings.
- The Council appoints a Council Administrator and a County Auditor. The Council appoints such other employees as it deems advisable for the exercise of its powers, subject to the provisions of the Personnel Article (Article IX) of the County Charter. The Council may, at its discretion and subject to its regular or supplementary budget appropriation, employ such legal, financial, or other technical advisors as it deems necessary for the performance of its functions.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| TOTAL EXPENDITURES | \$ 6,686,646 | \$ 7,257,900 | \$ 7,217,700 | \$ 7,594,700 | 4.6% |
| EXPENDITURE DETAIL | | | | | |
| The County Council | 831,511 | 1,030,900 | 1,060,600 | 1,142,600 | 10.8% |
| Council Administration | 3,963,017 | 4,042,900 | 3,982,400 | 4,234,900 | 4.7% |
| Clerk To The Council | 693,285 | 729,700 | 680,300 | 683,000 | -6.4% |
| Audits & Investigations | 1,212,400 | 1,387,300 | 1,417,200 | 1,465,100 | 5.6% |
| Zoning Hearing Examiner | 417,024 | 506,900 | 506,000 | 501,100 | -1.1% |
| Non-divisional | 85,000 | 90,000 | 90,000 | 100,000 | 11.1% |
| Board Of Appeals | 42,274 | 60,700 | 51,400 | 60,800 | 0.2% |
| Recoveries | (557,865) | (590,500) | (570,200) | (592,800) | 0.4% |
| TOTAL | \$ 6,686,646 | \$ 7,257,900 | \$ 7,217,700 | \$ 7,594,700 | 4.6% |
| SOURCES OF FUNDS | | | | | |
| General Fund | \$ 6,686,646 | \$ 7,257,900 | \$ 7,217,700 | \$ 7,594,700 | 4.6% |
| Other County Operating Funds: | | | | | |
| TOTAL | \$ 6,686,646 | \$ 7,257,900 | \$ 7,217,700 | \$ 7,594,700 | 4.6% |

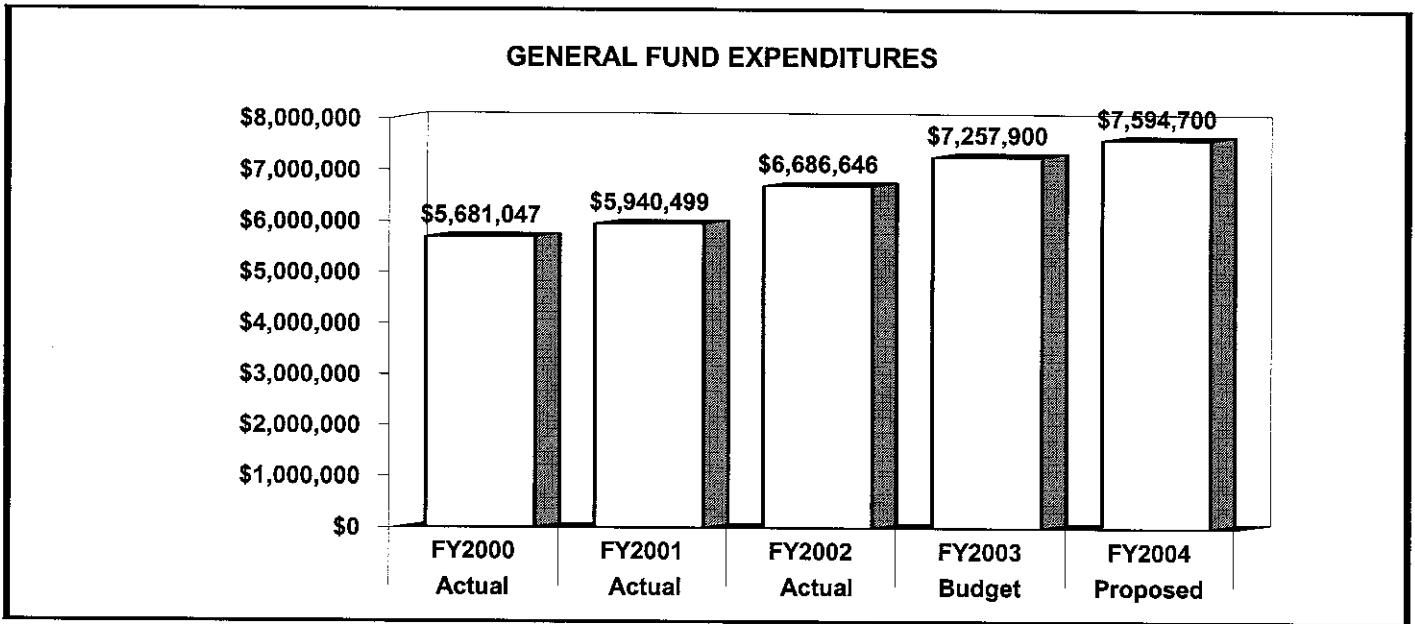
FY2004 SOURCES OF FUNDS

County revenues support the costs of operations of the County Council.

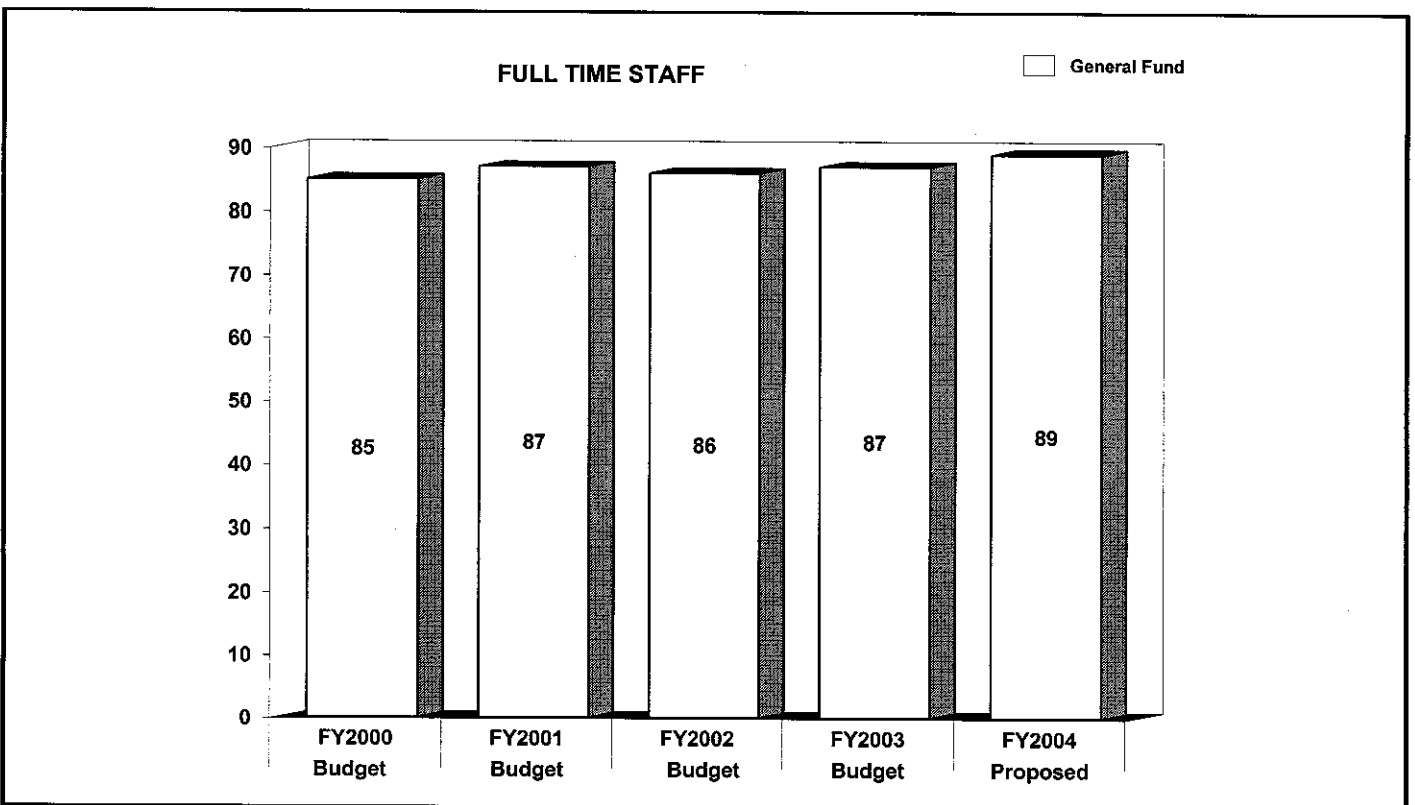


| | FY2002 BUDGET | FY2003 BUDGET | FY2004 PROPOSED | CHANGE FY2003- FY2004 |
|---------------------------|------------------|------------------|--------------------|-----------------------------|
| GENERAL FUND STAFF | | | | |
| Full Time - Civilian | 86 | 87 | 89 | 2 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 5 | 5 | 5 | 0 |
| Limited Term Grant Funded | 0 | 0 | 0 | 0 |
| OTHER STAFF | | | | |
| Full Time - Civilian | | | | |
| Full Time - Sworn | | | | |
| Part Time | | | | |
| Limited Term Grant Funded | | | | |
| TOTAL | | | | |
| Full Time - Civilian | 86 | 87 | 89 | 2 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 5 | 5 | 5 | 0 |
| Limited Term | 0 | 0 | 0 | 0 |

| POSITIONS BY CATEGORY | FULL TIME | PART TIME | LIMITED TERM |
|---|--------------|--------------|-----------------|
| Officials | 9 | 3 | 0 |
| Managers | 4 | 0 | 0 |
| Administrative Specialist, Administrative Assistant | 15 | 0 | 0 |
| Attorneys | 2 | 0 | 0 |
| Zoning Hearing Examiners | 2 | 0 | 0 |
| Council Member Aides | 10 | 0 | 0 |
| Auditors | 11 | 0 | 0 |
| Administrative Aides | 27 | 2 | 0 |
| Citizen Services Specialist | 9 | 0 | 0 |
| TOTAL | 89 | 5 | 0 |



The FY2004 budget increases over the FY2003 budget to support anticipated operational requirements, salary adjustments afforded all County employees and increases in assigned costs.



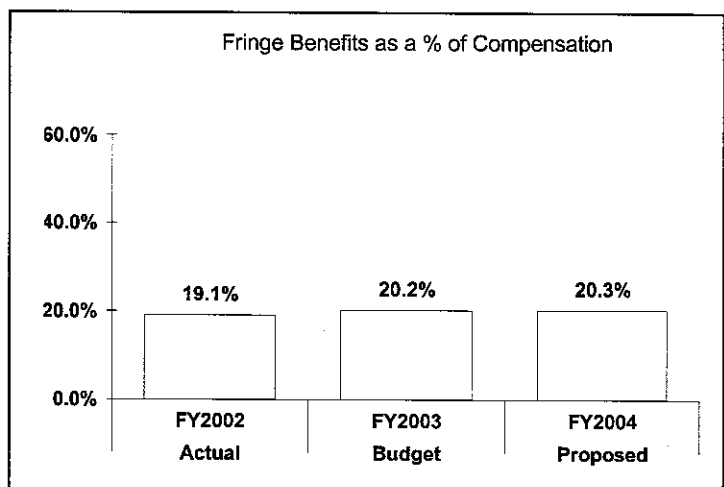
The staffing complement of the County Council increases by two full time positions.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 4,896,022 | \$ 5,263,800 | \$ 5,236,000 | \$ 5,538,800 | 5.2% |
| Fringe Benefits | 933,778 | 1,064,400 | 1,063,700 | 1,125,200 | 5.7% |
| Operating Expenses | 1,186,287 | 1,520,200 | 1,488,200 | 1,523,500 | 0.2% |
| Capital Outlay | 228,424 | 0 | 0 | 0 | 0% |
| | \$ 7,244,511 | \$ 7,848,400 | \$ 7,787,900 | \$ 8,187,500 | 4.3% |
| Recoveries | (557,865) | (590,500) | (570,200) | (592,800) | 0.4% |
| TOTAL | \$ 6,686,646 | \$ 7,257,900 | \$ 7,217,700 | \$ 7,594,700 | 4.6% |
| STAFF | | | | | |
| Full Time - Civilian | - | 87 | - | 89 | 2.3% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 5 | - | 5 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

Compensation supports 89 full time and five part time positions.

Operating expenses provide for operations of Council members' offices; for maintenance and regular telephone costs; copying costs for correspondence and Council sessions, including Committee work; office automation; all mandated advertising for legislation and zoning matters; and for preparation of verbatim transcripts of proceedings. Also included are support costs for the Documents Reference Library, duplication of audit reports and for the independent audit of the County's finances.

| MAJOR OPERATING EXPENDITURES FY2004 | |
|--|------------|
| Office Automation | \$ 579,100 |
| Miscellaneous | \$ 376,300 |
| General and Administrative Contracts | \$ 177,500 |
| Telephones | \$ 108,300 |
| Printing and Reproduction | \$ 68,200 |



THE COUNTY COUNCIL - 01

The County Council consists of nine Council Members, each of whom is elected from one of the nine Councilmanic Districts in Prince George's County for terms of four years each. The Chair, or in the Chair's absence the Vice Chair, presides at all meetings. Members of the Council serve in three distinct capacities:

Sitting as the County Council, the members consider all legislative and administrative matters that come before them. This includes bills amending County Code provisions, resolutions addressing County issues, budget matters, water and sewer plan amendments, and other administrative actions.

Sitting as the District Council, the Council exercises its powers relating to planning, subdivision control and zoning. This includes the review and adoption of Master Plans and Sectional Map Amendments, rezonings, special exceptions, and requests for variances from the Zoning Ordinance. The District Council also considers requests for amendments to the Zoning Ordinance and requests from municipalities for amendments to their local ordinances.

Sitting as the Board of Health, the Council considers health policies and procedures.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|-------------------|---------------------|---------------------|---------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 550,601 | \$ 568,600 | \$ 585,600 | \$ 648,500 | 14.1% |
| Fringe Benefits | 73,495 | 106,800 | 119,500 | 132,300 | 23.9% |
| Operating Expenses | 207,415 | 355,500 | 355,500 | 361,800 | 1.8% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 831,511 | \$ 1,030,900 | \$ 1,060,600 | \$ 1,142,600 | 10.8% |
| Recoveries | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$ 831,511 | \$ 1,030,900 | \$ 1,060,600 | \$ 1,142,600 | 10.8% |
| STAFF | | | | | |
| Full Time - Civilian | - | 9 | - | 9 | 0% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

COUNCIL ADMINISTRATION - 02

This Office, under the direction of the Council Administrator, provides staff support for Council activities. This includes the research, drafting, and review of Council legislation, assuring its proper format, legal sufficiency, and Code compliance. Staff are assigned to the four standing committees--Health, Education and Human Services; Planning, Zoning and Economic Development; Public Safety and Fiscal Management; and Transportation, Housing and the Environment, as well as any special committees which may be established by the Council.

Additionally the staff are responsible for reviewing and making recommendations on annual operating and capital budgets of the County Government, Board of Education, Maryland-National Capital Park and Planning Commission, Washington Suburban Sanitary Commission and Washington Suburban Transit Commission, and periodic amendments to these budgets.

Other staff responsibilities include coordinating the activities of the District Council in its deliberation of planning and zoning action, including piecemeal rezonings, special exceptions, and variances, as well as long range planning efforts such as the County General Plan, Area Master Plans and Sectional Map Amendments.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|--------------------------|--------------------------|-----------------------------|----------------------------|---------------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 2,664,533 | \$ 2,782,500 | \$ 2,771,600 | \$ 2,953,600 | 6.1% |
| Fringe Benefits | 534,000 | 567,500 | 562,700 | 599,600 | 5.7% |
| Operating Expenses | 536,060 | 692,900 | 648,100 | 681,700 | -1.6% |
| Capital Outlay | 228,424 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 3,963,017 | \$ 4,042,900 | \$ 3,982,400 | \$ 4,234,900 | 4.7% |
| Recoveries | (518,900) | (552,800) | (532,500) | (552,800) | 0% |
| TOTAL | \$ 3,444,117 | \$ 3,490,100 | \$ 3,449,900 | \$ 3,682,100 | 5.5% |
| STAFF | | | | | |
| Full Time - Civilian | - | 48 | - | 50 | 4.2% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 1 | - | 1 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

CLERK TO THE COUNCIL - 03

The Office of the Clerk of the Council renders essential support services to the County Council in its capacities as the County's legislative body, the District Council in planning and zoning matters, the Board of Health and the Board of Appeals. As required by Charter, the Clerk maintains the Journal of legislation to assure the smooth functioning of the legislative and zoning processes. Additionally, the Clerk's Office makes available copies of legislation, resolutions, and other documents, and maintains a paid subscription list for copies of this material. Other functions of the Office include responsibility for all legal advertising mandated for legislative and zoning matters.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|-------------------|-------------------|---------------------|--------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 465,116 | \$ 460,300 | \$ 441,100 | \$ 453,700 | -1.4% |
| Fringe Benefits | 100,058 | 93,900 | 89,600 | 92,200 | -1.8% |
| Operating Expenses | 128,111 | 175,500 | 149,600 | 137,100 | -21.9% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 693,285 | \$ 729,700 | \$ 680,300 | \$ 683,000 | -6.4% |
| Recoveries | (8,154) | (7,000) | (7,000) | (6,000) | -14.3% |
| TOTAL | \$ 685,131 | \$ 722,700 | \$ 673,300 | \$ 677,000 | -6.3% |
| STAFF | | | | | |
| Full Time - Civilian | - | 10 | - | 10 | 0% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

AUDITS & INVESTIGATIONS - 04

The Charter for Prince George's County provides for an Office of Audits and Investigations. This Office conducts performance (operational) audits and financial audits of all County agencies that receive or disburse County funds. The Office also reviews accounts of an agency when its director terminates his/her position with the County, or when the director transfers from one County position to another.

In addition, the Office of Audits and Investigations performs special reviews and audits as requested by the County Council. This Office also performs various functions which support the activities of the County Council. These functions include budget review and analysis; research as to the possible fiscal impact of pending County legislation; review and appraisal of accounting and financial controls; and review of data and reports developed throughout the various County agencies.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 871,833 | \$ 1,031,600 | \$ 1,026,700 | \$ 1,062,200 | 3% |
| Fringe Benefits | 177,920 | 210,400 | 208,400 | 215,600 | 2.5% |
| Operating Expenses | 162,647 | 145,300 | 182,100 | 187,300 | 28.9% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 1,212,400 | \$ 1,387,300 | \$ 1,417,200 | \$ 1,465,100 | 5.6% |
| Recoveries | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$ 1,212,400 | \$ 1,387,300 | \$ 1,417,200 | \$ 1,465,100 | 5.6% |
| STAFF | | | | | |
| Full Time - Civilian | - | 15 | - | 15 | 0% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 1 | - | 1 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

ZONING HEARING EXAMINER - 05

The hearing examiners are attorneys who hold public hearings on, for example, applications for special exceptions or rezoning of a single parcel of land. Typically, applications are submitted to the Planning Board, which reviews them through its technical staff and, at its discretion, before the Planning Board itself. The Chief Examiner then sets a date of hearing on each application and gives notice to all persons of record and in all newspapers of record. Notice is also posted on the property, and adjoining property owners are given written notice of the pending application. A copy of the application and the complete file are made available for inspection by the public before the hearing.

The public hearing is conducted according to informal procedural rules approved by the County Council. The hearing examiner is required to prepare a written decision and send a copy to all persons of record. This decision is based on the facts established at the hearing. Conclusions of law are determined, and either a final decision, which may be appealed to Council, or a recommended disposition is prepared for final Council action. All final decisions of the Council may be appealed to the Circuit Court.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|--------------------------|--------------------------|-----------------------------|----------------------------|---------------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 325,339 | \$ 389,000 | \$ 387,000 | \$ 389,000 | 0% |
| Fringe Benefits | 46,882 | 79,400 | 78,600 | 79,000 | -0.5% |
| Operating Expenses | 44,803 | 38,500 | 40,400 | 33,100 | -14% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 417,024 | \$ 506,900 | \$ 506,000 | \$ 501,100 | -1.1% |
| Recoveries | (2,462) | (500) | (500) | (500) | 0% |
| TOTAL | \$ 414,562 | \$ 506,400 | \$ 505,500 | \$ 500,600 | -1.1% |
| STAFF | | | | | |
| Full Time - Civilian | - | 5 | - | 5 | 0% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

NON-DIVISIONAL - 06

Article IV, Section 402 of the Charter for Prince George's County mandates that the County Executive prepare and submit an annual report on the activities and accomplishments of the County government, including a detailed financial statement, to the Council and the public within six months after the close of the fiscal year. The funds in the Non-Divisional activity of the Legislative Branch provide for the independent audit of County finances.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|--------------------------|--------------------------|-----------------------------|----------------------------|---------------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 0 | \$ 0 | \$ 0 | 0 | 0% |
| Fringe Benefits | 0 | 0 | 0 | 0 | 0% |
| Operating Expenses | 85,000 | 90,000 | 90,000 | 100,000 | 11.1% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 85,000 | \$ 90,000 | \$ 90,000 | \$ 100,000 | 11.1% |
| Recoveries | (28,349) | (30,200) | (30,200) | (33,500) | 10.9% |
| TOTAL | \$ 56,651 | \$ 59,800 | \$ 59,800 | \$ 66,500 | 11.2% |

BOARD OF APPEALS - 07

The Board of Appeals consists of three members appointed by the County Council. All appeals relating to the respective jurisdictions of the Board of Administrative Appeals and the Board of Zoning Appeals are filed and heard separately.

The Board of Administrative Appeals hears appeals from the decisions of the Director of Environmental Resources, the Fire Marshall, the Chief Housing Inspector, the Clean Lot Inspector, the Licensing Officer, the Chief Building Inspector, and the Director of the Department of Public Works and Transportation, and from similar administrative agencies. The typical types of appeals are denials of building permits, and orders to install fire sprinklers, remove litter and demolish unsafe structures.

As the Board of Zoning Appeals, the Board is empowered to grant variances when unusual hardships will be caused to property owners by the strict interpretation of the Zoning Ordinance; review actions and decisions of the Zoning Enforcement Officer; grant extensions of the grace period for the correction or cessation of zoning violations; and review the determinations and decisions of the Maryland-National Capital Park and Planning Commission, the Department of Environmental Resources, and other County departments and agencies relating to provisions of the Zoning Ordinance. Examples of types of decisions are: variances from setback requirements for construction of building additions, decks and garages; variances from maximum lot coverage requirements; and extension of grace periods to comply with citations for failure to obtain a Use and Occupancy permit.

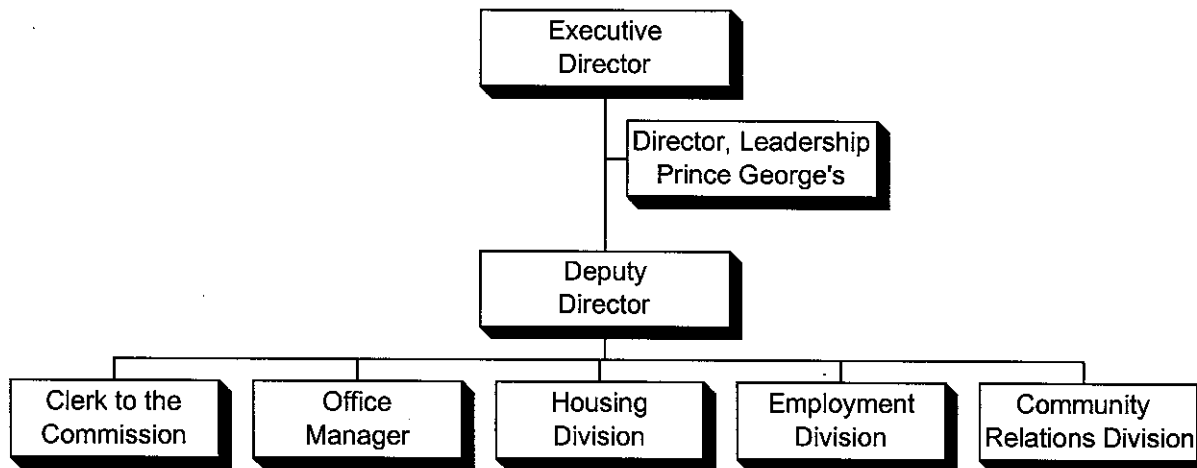
| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|------------------|------------------|---------------------|--------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 18,600 | \$ 31,800 | \$ 24,000 | \$ 31,800 | 0% |
| Fringe Benefits | 1,423 | 6,400 | 4,900 | 6,500 | 1.6% |
| Operating Expenses | 22,251 | 22,500 | 22,500 | 22,500 | 0% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 42,274 | \$ 60,700 | \$ 51,400 | \$ 60,800 | 0.2% |
| Recoveries | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$ 42,274 | \$ 60,700 | \$ 51,400 | \$ 60,800 | 0.2% |
| STAFF | | | | | |
| Full Time - Civilian | - | 0 | - | 0 | 0% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 3 | - | 3 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

HUMAN RELATIONS COMMISSION - 03

MISSION

The mission of the Human Relations Commission is to eliminate discrimination through advocacy, education, mediation, investigating complaints, enforcement of discrimination laws and by providing quality services to ensure the rights of all people to pursue their lives free of discrimination.

ORGANIZATION CHART



DESCRIPTION OF SERVICES

Investigates allegations of discrimination in the areas of employment, housing, public accommodations, commercial real estate and financial lending.

Provides mediation services such as community mediation, court-referred mediation, child visitation mediation and employment mediation.

Conducts workshops on prejudice reduction, racism, sexism and conflict resolution, which include strategies for living and working in a multi-cultural environment.

Develops the leadership qualities of managerial employees from various races, cultures and nationalities through training sessions addressing practices and procedures to ensure fair and impartial treatment of employees.

Trains facilitators and individuals to dialogue, as opposed to debate, subjects such as race, education, multiculturalism, crime or any issues that substantially affect their lives.

FY2003 HIGHLIGHTS

During FY2003 the Human Relations Commission (HRC):

- In coordination with Catholic Charities, completed a grant application to establish a Spanish-speaking Community Center in Langley Park at the Catholic Charities site. The Commission also provided mediation training to the staff of the Center.
- Prepared and submitted a grant application on behalf of the Department of Corrections to establish a Conflict Resolution and Peer/Inmate Mediation Program to reduce disputes at the Correctional Facility. The Commission provided the staff/inmates with the required training in these areas.
- Worked on an initiative to reduce the conflict between the African-American community and African refugees in the Riverdale and Parkdale areas by instituting Study Circles. In addition, the Commission met with a representative for the African Community, and collaborated with the First UME Church of Hyattsville to begin a series of African/African-American dialogues.
- Spearheaded a southern regional seminar at the one-year anniversary mark of September 11th to talk about discriminatory practices and conflict as it applies to the Arab-American Community and the many others who are new Americans.
- Conducted Study Circles on Police and Community Relations, Domestic Violence, Hate Crimes and Youth Study Circles.
- Was recognized by a corporate participant of the Commission's Leadership Prince George's Program (LPG), which included LPG as part of its firm's "Executive Development Tract."
- Participated in efforts to unite three communities in order to improve living conditions for all citizens (referred to as the Tri-Cities Approach).
- During the first six months of FY2003, closed 114 cases, 27 of which were resolved between the parties. They consisted of 11 Pre-Determination Settlement Agreements, 6 Settlement Withdrawals with Benefits and 10 Conciliated Cases After Finding of Discrimination. These initiatives yielded a sum (compensation and benefits) of \$531,624.

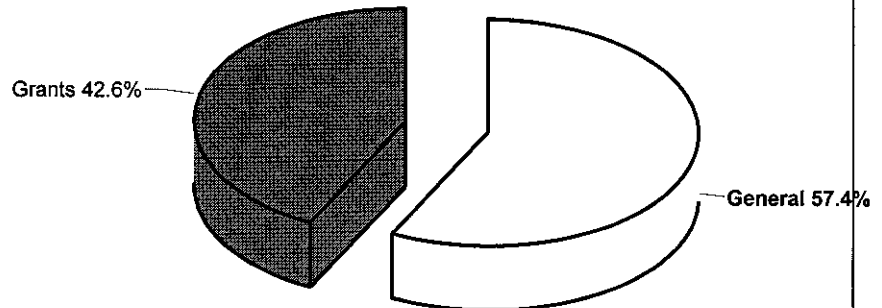
FY2004 OVERVIEW

The Commission will continue to provide the quality and quantity of services identified in the Description of Services and accomplishments noted in the FY2003 Highlights.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|--------------------------------------|------------------|------------------|---------------------|--------------------|-------------------------|
| TOTAL EXPENDITURES | \$ 1,109,755 | \$ 1,000,000 | \$ 1,124,700 | \$ 1,106,200 | 10.6% |
| EXPENDITURE DETAIL | | | | | |
| Human Relations Commission | 753,165 | 752,000 | 743,200 | 819,200 | 8.9% |
| Grants | 431,590 | 384,800 | 518,300 | 471,000 | 22.4% |
| Recoveries | (75,000) | (136,800) | (136,800) | (184,000) | 34.5% |
| TOTAL | \$ 1,109,755 | \$ 1,000,000 | \$ 1,124,700 | \$ 1,106,200 | 10.6% |
| SOURCES OF FUNDS | | | | | |
| General Fund | \$ 678,165 | \$ 615,200 | \$ 606,400 | \$ 635,200 | 3.3% |
| Other County Operating Funds: | | | | | |
| Grants | 431,590 | 384,800 | 518,300 | 471,000 | 22.4% |
| TOTAL | \$ 1,109,755 | \$ 1,000,000 | \$ 1,124,700 | \$ 1,106,200 | 10.6% |

FY2004 SOURCES OF FUNDS

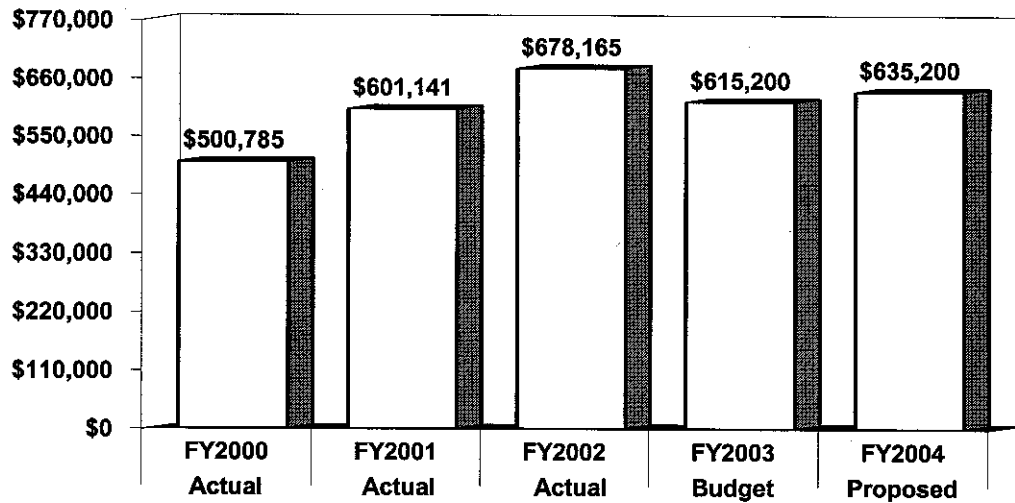
About 43% of the Commission's operations are supported by grants, with the grant contract from the Federal Equal Employment Opportunity Commission (EEOC) representing the single largest award.



| | FY2002 BUDGET | FY2003 BUDGET | FY2004 PROPOSED | CHANGE FY2003- FY2004 |
|---------------------------|------------------|------------------|--------------------|-----------------------------|
| GENERAL FUND STAFF | | | | |
| Full Time - Civilian | 9 | 10 | 10 | 0 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 1 | 0 | 1 | 1 |
| Limited Term Grant Funded | 1 | 0 | 0 | 0 |
| OTHER STAFF | | | | |
| Full Time - Civilian | 4 | 1 | 2 | 1 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 0 | 1 | 0 | -1 |
| Limited Term Grant Funded | 2 | 0 | 0 | 0 |
| TOTAL | | | | |
| Full Time - Civilian | 13 | 11 | 12 | 1 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 1 | 1 | 1 | 0 |
| Limited Term | 3 | 0 | 0 | 0 |

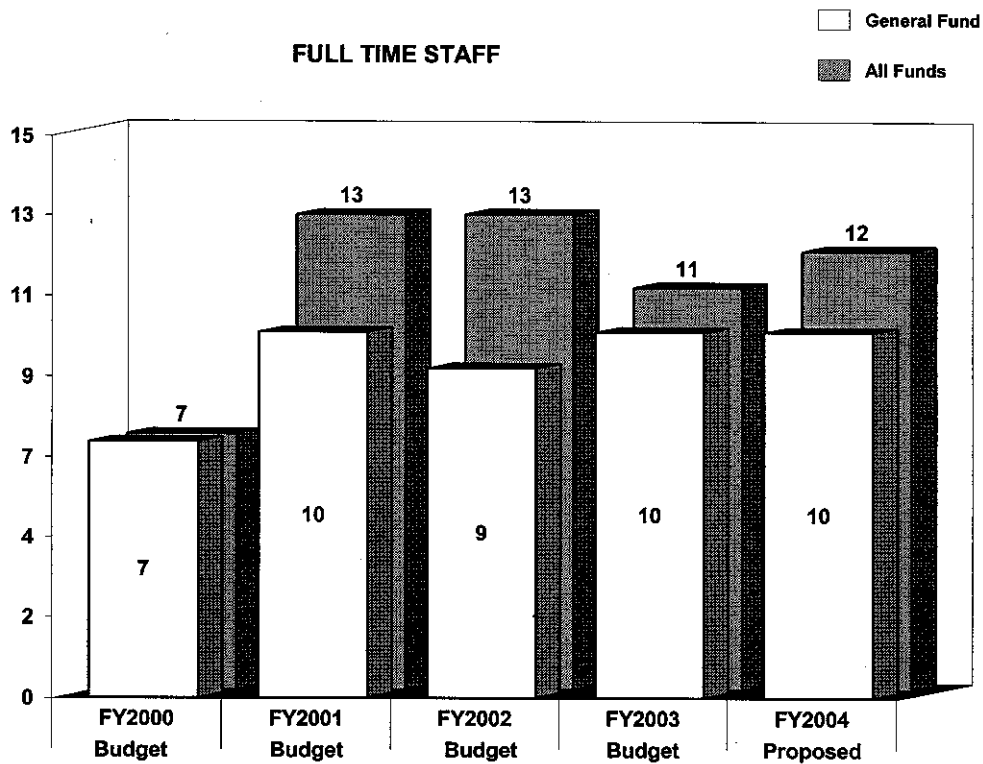
| POSITIONS BY CATEGORY | FULL TIME | PART TIME | LIMITED TERM |
|--------------------------|--------------|--------------|-----------------|
| Executive | 1 | 0 | 0 |
| Deputy Director | 1 | 0 | 0 |
| Investigators | 5 | 0 | 0 |
| Community Developer | 2 | 1 | 0 |
| Administrative Aide | 2 | 0 | 0 |
| Administrative Assistant | 1 | 0 | 0 |
| TOTAL | 12 | 1 | 0 |

GENERAL FUND EXPENDITURES



FY2004 proposed General Fund expenditures increased by 3% from FY2003 due to merit adjustments.

FULL TIME STAFF



In FY2004, the staffing level of General Fund full time positions remains constant at FY2003 levels. The increase to grant full time positions reflects the conversion of one part time position to full time status.

| PERFORMANCE MEASURES | FY2000 ACTUAL | FY2001 ACTUAL | FY2002 ACTUAL | FY2003 ESTIMATED | FY2004 PROJECTED |
|---|------------------|------------------|------------------|---------------------|---------------------|
| <i>Human Relations Commission</i> | | | | | |
| Cases open for investigation | 803 | 1,010 | 928 | 1,000 | 1,000 |
| Cases resolved | 400 | 284 | 357 | 300 | 223 |
| Monetary settlements | \$440,331 | \$126,637 | \$210,000 | \$200,000 | \$385,600 |
| Average time to resolve a case | 22 months | 24 months | 24 months | 18 months | 24 months |
| Number of County employees/supervisors trained in human relations issues | 385 | 1,200 | 1,284 | 1,284 | 1,284 |
| <div> Performance measures have changed slightly due to the increase in time required to resolve cases. Dollar amounts involved in monetary settlements have increased also. </div> | | | | | |

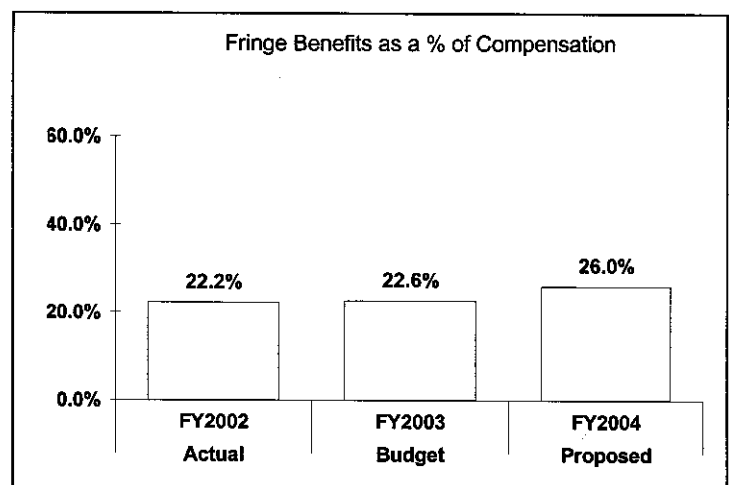
| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|-------------------|-------------------|---------------------|--------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 484,239 | \$ 521,600 | \$ 508,000 | \$ 563,100 | 8% |
| Fringe Benefits | 107,656 | 118,000 | 127,800 | 146,300 | 24% |
| Operating Expenses | 161,270 | 112,400 | 107,400 | 109,800 | -2.3% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| | \$ 753,165 | \$ 752,000 | \$ 743,200 | \$ 819,200 | 8.9% |
| Recoveries | (75,000) | (136,800) | (136,800) | (184,000) | 34.5% |
| TOTAL | \$ 678,165 | \$ 615,200 | \$ 606,400 | \$ 635,200 | 3.3% |
| STAFF | | | | | |
| Full Time - Civilian | - | 10 | - | 10 | 0% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 1 | 100% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

Compensation increased due to merit increments, and the establishment of one part time position in the General Fund.

The Commission's largest operating expenses are office automation charges.

Recoveries for FY2004 reflect reimbursement from the Equal Employment Opportunities Commission.

| MAJOR OPERATING EXPENDITURES FY2004 | |
|--|-----------|
| Office Automation | \$ 84,000 |
| Telephones | \$ 9,700 |
| General and Administrative Contracts | \$ 7,200 |
| Operating and Office Supplies | \$ 2,200 |
| Local Transportation | \$ 2,000 |



| | FY2002 ACTUAL | FY2003 APPROVED | FY2003 ESTIMATE | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|-------------------|--------------------|--------------------|--------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 263,927 | \$ 187,200 | \$ 300,700 | \$ 246,500 | \$ 89,300 |
| Fringe Benefits | 41,965 | 19,300 | 67,100 | 39,000 | 19,700 |
| Operating Expenses | 125,698 | 178,300 | 150,500 | 185,500 | 7,200 |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 |
| Sub-Total | \$ 431,590 | \$ 384,800 | \$ 518,300 | \$ 471,000 | \$ 116,200 |
| Recoveries | 0 | 0 | 0 | 0 | 0 |
| TOTAL | \$ 431,590 | \$ 384,800 | \$ 518,300 | \$ 471,000 | \$86,200 |

| | FY2003 | | | FY2004 | | |
|-------------------------|--------|----|------|--------|----|------|
| | FT | PT | LTGF | FT | PT | LTGF |
| POSITION SUMMARY | | | | | | |
| Grant Staff | 1 | 1 | 0 | 2 | 0 | 0 |

| GRANT PROGRAM | FY2002 ACTUAL | FY2003 APPROVED | FY2003 ESTIMATE | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|---|-------------------|--------------------|--------------------|--------------------|-------------------------|
| EEOC (Equal Employment Opportunity Comm.) | \$ 210,253 | \$ 205,800 | \$ 235,200 | \$ 226,200 | \$ 20,400 |
| Leadership Prince George's | 117,063 | 72,600 | 118,000 | 123,800 | 51,200 |
| Human Relations Awards Banquet | 42,597 | 26,400 | 36,900 | 35,000 | 8,600 |
| Community Relations/Mediation Services | 61,677 | 80,000 | 128,200 | 86,000 | 6,000 |
| SUBTOTAL/OUTSIDE SOURCES | \$ 431,590 | \$ 384,800 | \$ 518,300 | \$ 471,000 | \$ 86,200 |
| County Contribution | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| TOTAL GRANT PROGRAM SPENDING | \$ 431,590 | \$ 384,800 | \$ 518,300 | \$ 471,000 | \$ 86,200 |

The Equal Employment Opportunity Commission (EEOC) Worksharing Agreement is used to investigate allegations of discrimination in employment and housing. The Leadership Prince George's grant is a community leadership program that provides annual training and development experience for a selected group of managers and leaders of organizations and businesses in Prince George's County. The program was designed and developed by the Human Relations Commission and is partially funded by tuition paid by participants. The Community Relations/Mediation Services grant funds mediation services performed by the Human Relations Commission. The Human Relations Award Program is an annual banquet that recognizes individuals who have contributed to Prince George's County, especially in the area of community service and human relations.

CITIZEN COMPLAINT OVERSIGHT PANEL - 12

MISSION

The mission of the Citizen Complaint Oversight Panel (CCOP) is to strengthen the partnership between citizens and the Prince George's County police by ensuring the public that investigations of alleged misconduct are complete, thorough and impartial and that the report and recommendations of the investigating unit are reasonable and appropriate under the circumstances.

DESCRIPTION OF SERVICES

- Reviews all complaints filed regarding the conduct of a law enforcement officer whether filed by a law enforcement officer or other persons.
- Reviews incidents in which a Prince George's County Police Officer is alleged to have discharged a firearm in an attempt to strike or control another person regardless of whether injury occurs.
- Reviews accidental discharges of a firearm.
- Reviews those matters in which a person dies during a law enforcement officer's use of force or while in the custody of a law enforcement officer.
- May conduct its own investigation independently from, but concurrently with, the Internal Affairs investigation.
- Can apply to the County Council for the issuance of subpoenas.
- Informs complainant of the time and location of any hearing board and final disposition of the complaint.
- Reviews Police Department's Internal Affairs Division (IAD) Reports of Investigation of citizen's complaints for all complaints.
- Makes a recommendation to the Chief of Police as to the completeness, impartiality and thoroughness of the Department's investigation and comments on the reasonableness and appropriateness of the IAD investigator's recommendations.
- Files reports, comments and recommendations to the County's Chief Administrative Officer.
- Completes and disseminates an annual report to the general public.

FY2003 HIGHLIGHTS

- Implemented and evaluated new standard operating procedures in response to increased responsibilities granted in CB-59-2001.
- Upgraded staff positions in response to the 2002 report of an independent consultant recommending staff upgrades in terms of increased responsibilities and skills level.
- Impacted changes to the Police General Orders Manual with regards to the use and operation of in-car video equipment and suspect restraint techniques.
- Implemented stage one of data sharing process for IAD case information. This stage involved the exchange of data via diskettes. The final stage will be secured real-time, online exchange of data.

FY2004 OVERVIEW

General Fund expenditures for the Citizen Complaint Oversight Panel will remain at \$211,400, the FY2003 level, in FY2004.

The Panel will explore options for funding and exercising its investigative authority.

More comprehensive public relations and outreach programs will be implemented to make CCOP more visible and to better educate citizens on CCOP's role and process.

A real time, online data sharing program will be implemented to ensure complete synchronization of IAD and CCOP complaint, investigation and review information.

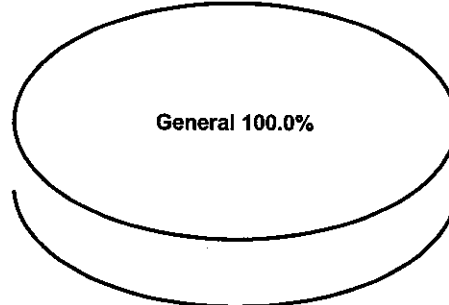
CITIZEN COMPLAINT OVERSIGHT PANEL - 12

FUNDS SUMMARY

| | | FY2002 ACTUAL | | FY2003 BUDGET | | FY2003 ESTIMATED | | FY2004 PROPOSED | | CHANGE FY2003-FY2004 |
|-----------------------------------|----|------------------|----|------------------|----|---------------------|----|--------------------|--|-------------------------|
| TOTAL EXPENDITURES | \$ | 175,068 | \$ | 211,400 | \$ | 197,700 | \$ | 211,400 | | 0% |
| EXPENDITURE DETAIL | | | | | | | | | | |
| Citizen Complaint Oversight Panel | | 175,068 | | 211,400 | | 197,700 | | 211,400 | | 0% |
| Recoveries | | 0 | | 0 | | 0 | | 0 | | 0% |
| TOTAL | \$ | 175,068 | \$ | 211,400 | \$ | 197,700 | \$ | 211,400 | | 0% |
| SOURCES OF FUNDS | | | | | | | | | | |
| General Fund | \$ | 175,068 | \$ | 211,400 | \$ | 197,700 | \$ | 211,400 | | 0% |
| Other County Operating Funds: | | | | | | | | | | |
| TOTAL | \$ | 175,068 | \$ | 211,400 | \$ | 197,700 | \$ | 211,400 | | 0% |

FY2004 SOURCES OF FUNDS

The Citizen Complaint Oversight Panel is fully supported by the General Fund.

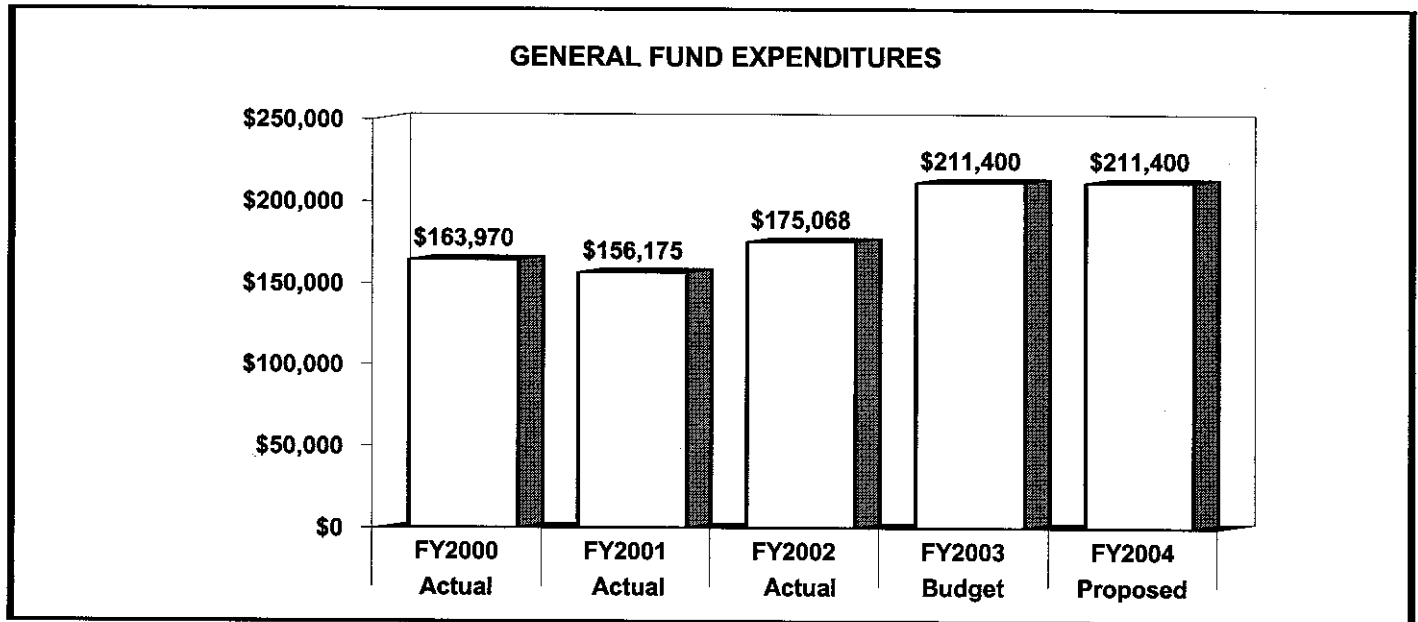


CITIZEN COMPLAINT OVERSIGHT PANEL - 12

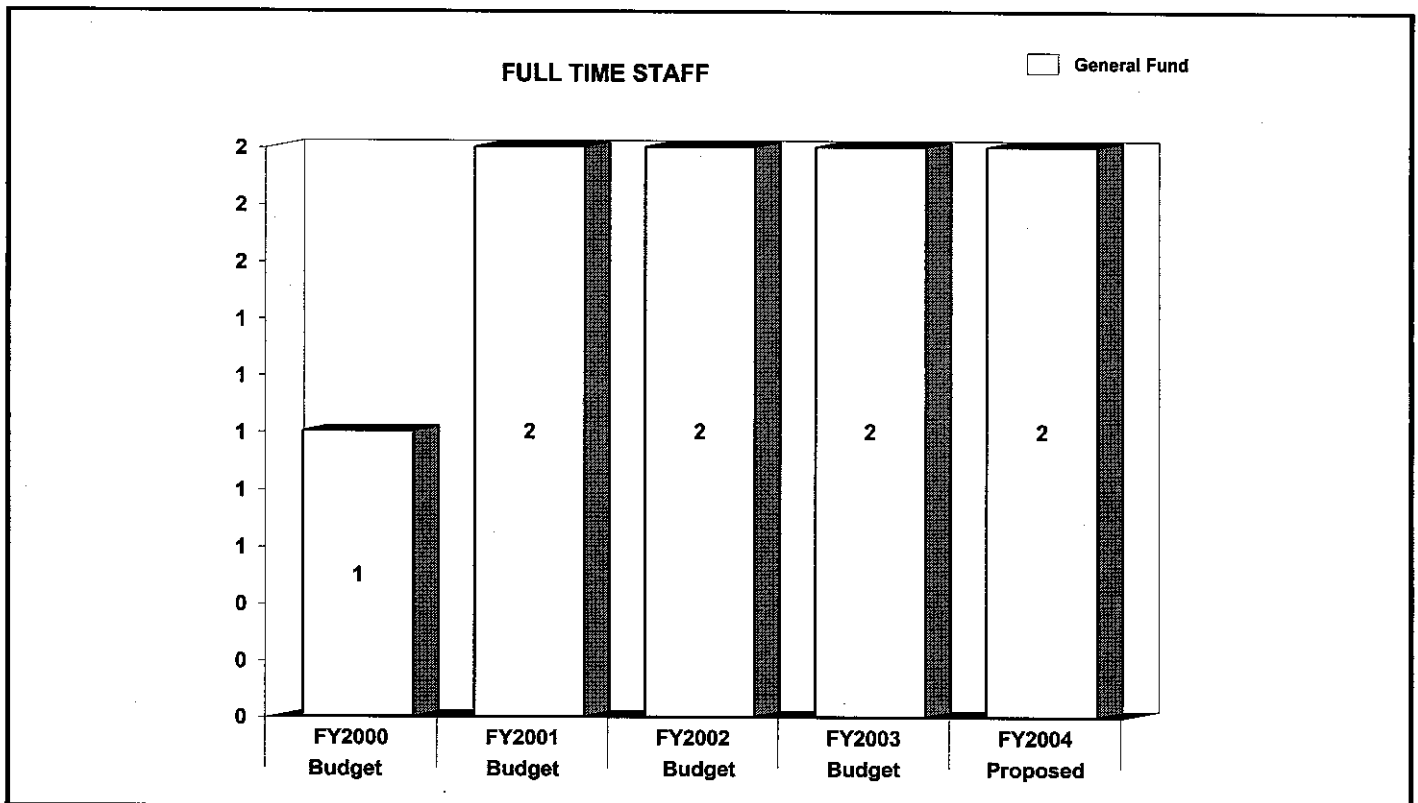
STAFF SUMMARY

| | FY2002 BUDGET | FY2003 BUDGET | FY2004 PROPOSED | CHANGE FY2003- FY2004 |
|---------------------------|------------------|------------------|--------------------|-----------------------------|
| GENERAL FUND STAFF | | | | |
| Full Time - Civilian | 2 | 2 | 2 | 0 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 0 | 0 | 0 | 0 |
| Limited Term Grant Funded | 0 | 0 | 0 | 0 |
| OTHER STAFF | | | | |
| Full Time - Civilian | | | | |
| Full Time - Sworn | | | | |
| Part Time | | | | |
| Limited Term Grant Funded | | | | |
| TOTAL | | | | |
| Full Time - Civilian | 2 | 2 | 2 | 0 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 0 | 0 | 0 | 0 |
| Limited Term | 0 | 0 | 0 | 0 |

| POSITIONS BY CATEGORY | FULL TIME | PART TIME | LIMITED TERM |
|--------------------------|--------------|--------------|-----------------|
| Administrative Assistant | 1 | 0 | 0 |
| Administrative Support | 1 | 0 | 0 |
| TOTAL | 2 | 0 | 0 |



FY2004 funding will be maintained at the FY2003 level.



A support position was added in FY2001. Staffing has remained level since that time.

CITIZEN COMPLAINT OVERSIGHT PANEL - 12

PERFORMANCE MEASURES

| PERFORMANCE MEASURES | FY2000 ACTUAL | FY2001 ACTUAL | FY2002 ACTUAL | FY2003 ESTIMATED | FY2004 PROJECTED |
|---|---------------|---------------|---------------|------------------|------------------|
| <i>Citizen Complaint Oversight Panel</i> | | | | | |
| Number of IAD Reports of Investigation Received | 105 | 48 | 49 | 51 | 60 |
| Number of IAD Reports - Review Completed | 109 | 51 | 49 | 52 | 60 |
| Complaint Forms Received | 67 | 45 | 151 | 145 | 155 |
| Police Supervisory Cases | 0 | 0 | 121 | 125 | 130 |
| <div>The reports received by the Citizen Complaint Oversight Panel originate from the Internal Affairs Division of the Police Department. The number of completed reviews are impacted by carryovers that may cross reporting periods and the backlog of cases from police investigators. It should be noted, that due to recent legislation (CB-59-2001), CCOP received an increase in the workload in the following areas - Police Supervisor (PS), Departmental Accidents (DA) and Field Cases (FC).</div> | | | | | |

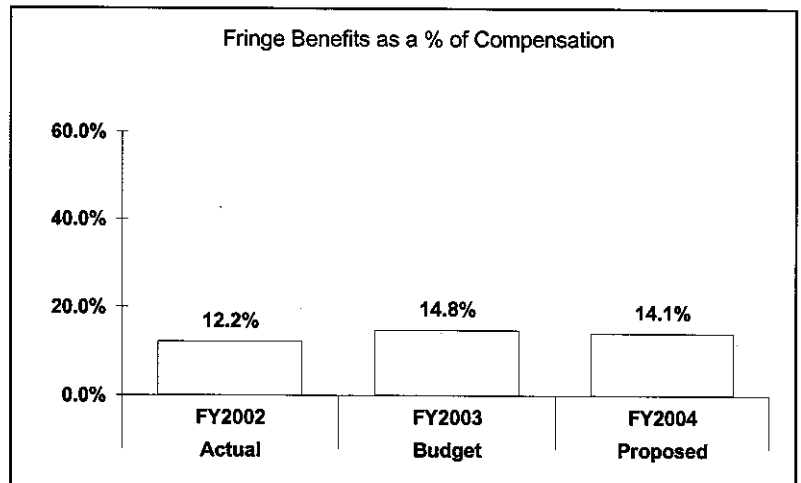
CITIZEN COMPLAINT OVERSIGHT PANEL - 12

GENERAL FUND

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|-------------------|-------------------|---------------------|--------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 86,796 | \$ 89,900 | \$ 99,600 | \$ 115,800 | 28.8% |
| Fringe Benefits | 10,556 | 13,300 | 14,700 | 16,300 | 22.6% |
| Operating Expenses | 77,716 | 108,200 | 83,400 | 79,300 | -26.7% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| | \$ 175,068 | \$ 211,400 | \$ 197,700 | \$ 211,400 | 0% |
| Recoveries | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$ 175,068 | \$ 211,400 | \$ 197,700 | \$ 211,400 | 0% |
| STAFF | | | | | |
| Full Time - Civilian | - | 2 | - | 2 | 0% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

The CCOP is supported by two staff people. The operating expenditures are primarily stipends for panel members and legal services.

| MAJOR OPERATING EXPENDITURES FY2004 | |
|--|-----------|
| General and Administrative Contracts | \$ 60,800 |
| Office Automation | \$ 9,700 |
| Printing and Reproduction | \$ 3,100 |
| Vehicle and Heavy Equip Main. | \$ 3,000 |
| Operating and Office Supplies | \$ 800 |



PERSONNEL BOARD - 09

MISSION

The Personnel Board ensures that County employees and applicants for employment are protected against abuses by agency management, from arbitrary and capricious actions, and are provided the fullest measure of due process in the pursuit of disputes with management. It assures that agencies make employment decisions in accordance with merit system principles and that the County merit system is kept free of prohibited personnel practices. The Board has a statutory mandate to adjudicate employee appeals from alleged wrongful personnel actions. Its appellate authority emanates from the County's Charter and the County Code and extends to County employees and its applicants for employment.

DESCRIPTION OF SERVICES

- Provides oversight of the County's personnel policies, practices, and procedures.
- Advises the County Executive, County Council, and County officials on matters concerning the administration of the County classified service and personnel regulations.
- Provides a fair and impartial process, through hearings, for those who believe their rights have been abridged under the law as a result of a personnel-related action.

FY2003 HIGHLIGHTS

- Following the 2002 general election, County voters approved amendments to personnel law that impacted the Personnel Board's operations. Specifically, appeal rights by applicants for County employment were eliminated. This will allow the Personnel Board to reduce its caseload as a majority of its appeals stem from individuals denied employment with the County.
- Personnel Board members received a \$100 increase in their monthly stipend as mandated by CB-22-2000.

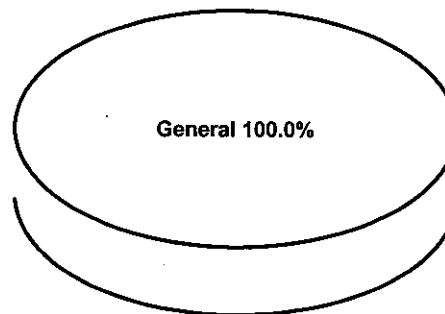
FY2004 OVERVIEW

The Personnel Board will continue its efforts to lower its inventory of appeal cases.

| | | FY2002 ACTUAL | | FY2003 BUDGET | | FY2003 ESTIMATED | | FY2004 PROPOSED | | CHANGE FY2003-FY2004 |
|-------------------------------|----|------------------|----|------------------|----|---------------------|----|--------------------|--|-------------------------|
| TOTAL EXPENDITURES | \$ | 174,887 | \$ | 200,800 | \$ | 193,700 | \$ | 196,700 | | -2% |
| EXPENDITURE DETAIL | | | | | | | | | | |
| Personnel Board | | 174,887 | | 200,800 | | 193,700 | | 196,700 | | -2% |
| Recoveries | | 0 | | 0 | | 0 | | 0 | | 0% |
| TOTAL | \$ | 174,887 | \$ | 200,800 | \$ | 193,700 | \$ | 196,700 | | -2% |
| SOURCES OF FUNDS | | | | | | | | | | |
| General Fund | \$ | 174,887 | \$ | 200,800 | \$ | 193,700 | \$ | 196,700 | | -2% |
| Other County Operating Funds: | | | | | | | | | | |
| TOTAL | \$ | 174,887 | \$ | 200,800 | \$ | 193,700 | \$ | 196,700 | | -2% |

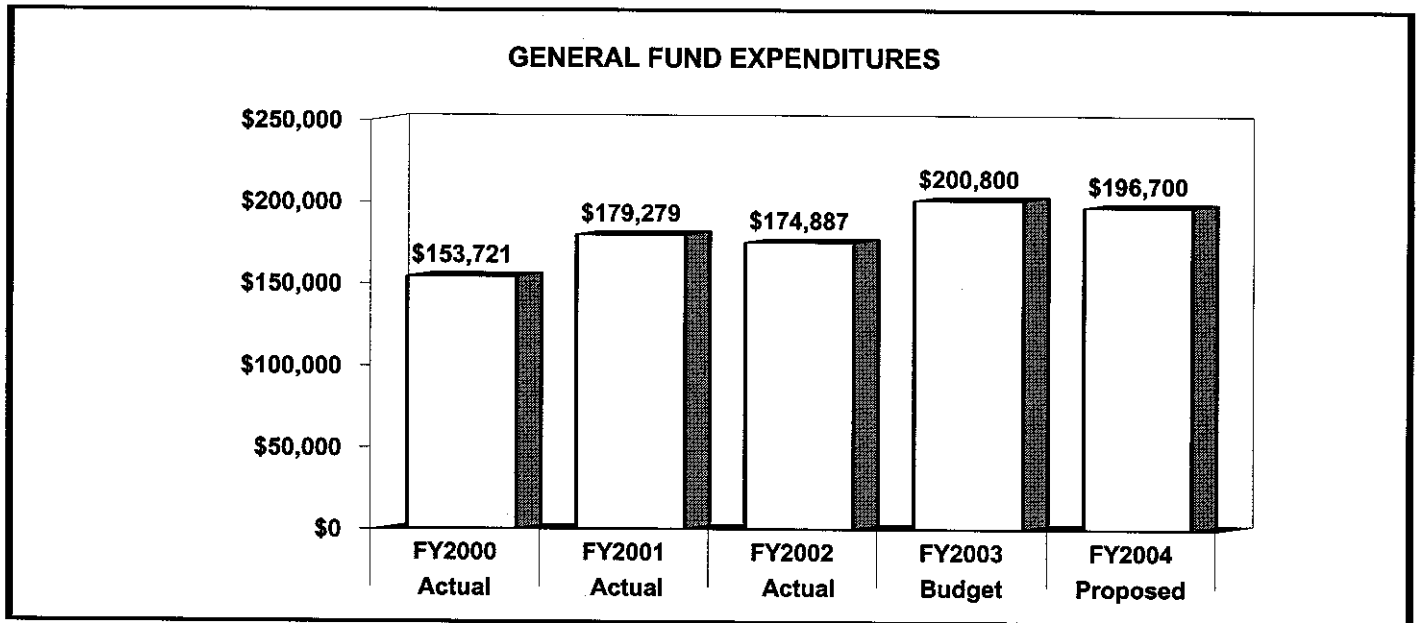
FY2004 SOURCES OF FUNDS

The Personnel Board is fully supported by the General Fund.

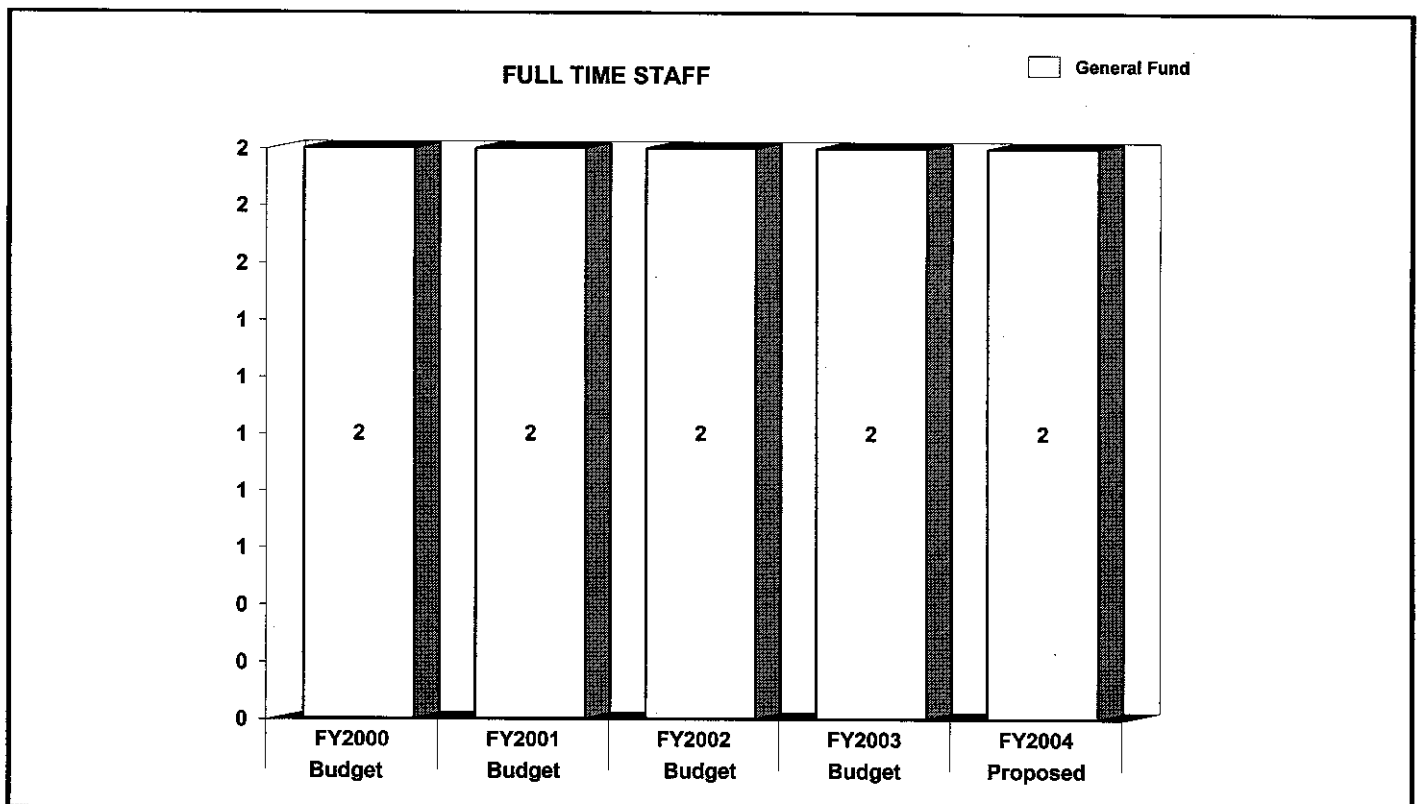


| | FY2002 BUDGET | FY2003 BUDGET | FY2004 PROPOSED | CHANGE FY2003- FY2004 |
|---------------------------|------------------|------------------|--------------------|-----------------------------|
| GENERAL FUND STAFF | | | | |
| Full Time - Civilian | 2 | 2 | 2 | 0 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 0 | 0 | 0 | 0 |
| Limited Term Grant Funded | 0 | 0 | 0 | 0 |
| OTHER STAFF | | | | |
| Full Time - Civilian | | | | |
| Full Time - Sworn | | | | |
| Part Time | | | | |
| Limited Term Grant Funded | | | | |
| TOTAL | | | | |
| Full Time - Civilian | 2 | 2 | 2 | 0 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 0 | 0 | 0 | 0 |
| Limited Term | 0 | 0 | 0 | 0 |

| POSITIONS BY CATEGORY | FULL TIME | PART TIME | LIMITED TERM |
|--------------------------|--------------|--------------|-----------------|
| Administrative Assistant | 1 | 0 | 0 |
| Administrative Aide | 1 | 0 | 0 |
| TOTAL | 2 | 0 | 0 |



In FY2004, Personnel Board expenditures decreased by 2% in large part because of lower compensation costs.



Staffing for the Personnel Board remains unchanged at two full time positions.

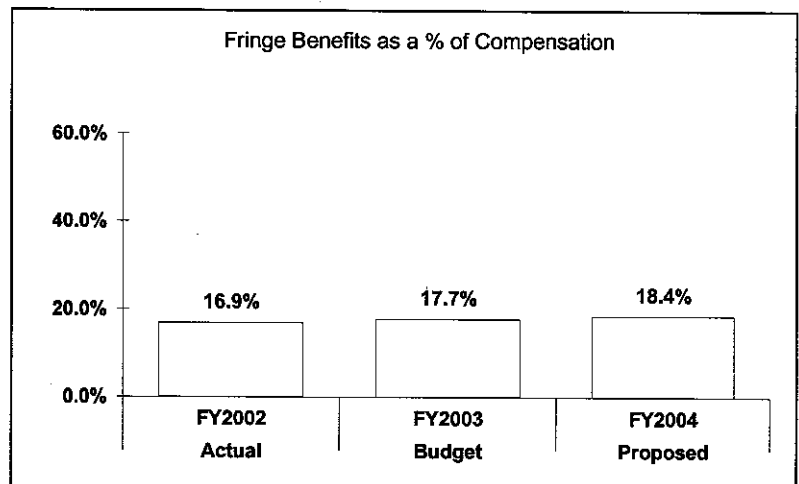
| PERFORMANCE MEASURES | FY2000 ACTUAL | FY2001 ACTUAL | FY2002 ACTUAL | FY2003 ESTIMATED | FY2004 PROJECTED |
|--|---------------|---------------|---------------|------------------|------------------|
| PERSONNEL BOARD | | | | | |
| Number of Appeals Filed | 118 | 124 | 143 | 75* | 60 |
| Number of Appeals Processed | 61 | 129 | 207 | 79* | 75 |
| Number of Appeals Pending | 308 | 300 | 245 | 241 | 230 |
| <p>* Recent changes in personnel laws have eliminated the right of an appeal by applicants for County employment. This will substantially reduce the Personnel Board's overall caseload.</p> <p>Performance measures do not include any allowances for appeals resulting from special circumstances, such as a reduction-in-force.</p> <p>Administrative appeals are filed with the Personnel Board when an employee is aggrieved by a decision of management and/or the Personnel Officer. The County Charter and the Personnel Law provide an avenue of appeal for the employee to have a hearing by a neutral, independent, objective body to review their case. The Board may examine a myriad of cases that include, but are not limited to, grievances, adverse actions (suspensions, dismissals, etc.), and petitions for reimbursement of legal fees and/or court costs.</p> | | | | | |

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|--------------------------|--------------------------|-----------------------------|----------------------------|---------------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 112,960 | \$ 125,400 | \$ 116,500 | \$ 118,700 | -5.3% |
| Fringe Benefits | 19,046 | 22,200 | 20,200 | 21,900 | -1.4% |
| Operating Expenses | 42,881 | 53,200 | 57,000 | 56,100 | 5.5% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| | \$ 174,887 | \$ 200,800 | \$ 193,700 | \$ 196,700 | -2% |
| Recoveries | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$ 174,887 | \$ 200,800 | \$ 193,700 | \$ 196,700 | -2% |
| STAFF | | | | | |
| Full Time - Civilian | - | 2 | - | 2 | 0% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

Compensation decreased from FY2003 due to a new employee brought in at a lower pay grade. Funding for annualized merit increases are included as well.

Operating expenditures received a modest increase for FY2004. Allowances grew by 11% to annualize the impact of a change in the Personnel Law that requires a \$100 per month salary increase for board members that became effective in December 2002.

| MAJOR OPERATING EXPENDITURES FY2004 | | |
|--|----|--------|
| Allowances | \$ | 25,200 |
| Office Automation | \$ | 9,700 |
| Training | \$ | 6,000 |
| General and Administrative Contracts | \$ | 5,000 |
| Telephones | \$ | 3,400 |



| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|------------------|------------------|---------------------|--------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 0 | \$ 0 | \$ 0 | 0 | 0% |
| Fringe Benefits | 0 | 0 | 0 | 0 | 0% |
| Operating Expenses | 104,263 | 126,700 | 126,700 | 126,700 | 0% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| | \$ 104,263 | \$ 126,700 | \$ 126,700 | \$ 126,700 | 0% |
| Recoveries | (104,662) | (126,700) | (126,700) | (126,700) | 0% |
| TOTAL | \$ (399) | \$ 0 | \$ 0 | 0 | 0% |

The People's Zoning Counsel appears at all hearings on zoning matters to protect the public interest and ensure the compilation of a full and complete record. The People's Zoning Counsel may summon and cross-examine witnesses, introduce documentary evidence, file exemptions and make such argument to a hearing examiner of the Council as the law and the evidence may warrant.

The budget for the People's Zoning Counsel supports two contract attorneys, a Counsel and a Deputy Counsel, and miscellaneous operating costs. The total cost for this agency is recovered from the Maryland-National Capital Park and Planning Commission.

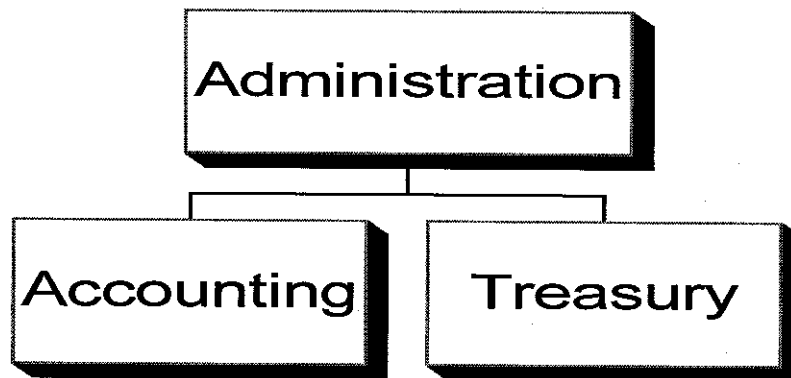
| MAJOR OPERATING EXPENDITURES | | |
|--------------------------------------|----|---------|
| FY2004 | | |
| General and Administrative Contracts | \$ | 126,400 |
| Printing and Reproduction | \$ | 300 |

OFFICE OF FINANCE - 10

MISSION

The Office of Finance is dedicated to professionalism in maximizing available resources and delivering creative and innovative financial services to the County.

ORGANIZATION CHART



DESCRIPTION OF SERVICES

- Manages the cash of various funds and prudently invests funds to assure the safety, liquidity and yield of the County's resources.
- Oversees the audit of County operations and financial transactions.
- Prepares interim and annual financial statements for the County Executive and County Council.
- Supports the legislative process, including composition and review of proposed resolutions or bills with financial impact.
- Prepares for County bond sales and advises on debt management.
- Manages the County's Risk Management Program.
- Collects and accounts for various revenues and fees, including property taxes due to the County.
- Manages the General Fund, pension trust funds, internal service funds, enterprise funds and special revenue funds.
- Processes payments to vendors, contractors, claimants and employees for goods, claims and services.
- Administers tax sales.

FY2003 HIGHLIGHTS

- Worked with the Office of Information Technology and Communications in developing a web-based tax record system for improved customer services relating to financial and property tax information and payment of taxes online.
- Issued a FY2002 Comprehensive Annual Financial Report compliant with new GASB-34 reporting standards.
- Issued \$105,325,000 worth of General Obligation Consolidated Public Improvement Bonds in September 2002 at a rate of 3.93%, the lowest interest rate in over forty years.
- Helped implement the state-mandated Telecommunications Tax Program to increase funding for County schools.
- Continued working with agencies on training programs and other measures to improve safety in the workplace and in the field.
- Implemented a new tax sale method increasing the County's revenue and decreasing the number of unsold properties.

FY2004 OVERVIEW

The Risk Management Division will continue its focus on accident prevention and training programs to reduce the County's exposure to claims liability.

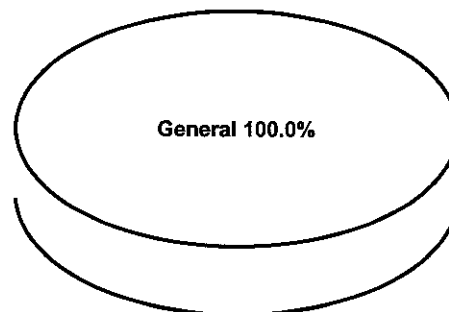
Finance staff will continue developing new means to improve customer service through internet applications on the County web-site.

Finance staff will provide expertise in developing financing arrangements for major construction projects.

| | | FY2002 ACTUAL | | FY2003 BUDGET | | FY2003 ESTIMATED | | FY2004 PROPOSED | | CHANGE FY2003-FY2004 |
|--------------------------------------|----|------------------|----|------------------|----|---------------------|----|--------------------|--|-------------------------|
| TOTAL EXPENDITURES | \$ | 3,134,587 | \$ | 3,398,200 | \$ | 3,218,500 | \$ | 3,304,900 | | -2.7% |
| EXPENDITURE DETAIL | | | | | | | | | | |
| Administration | | 1,376,759 | | 1,461,200 | | 1,387,400 | | 1,485,000 | | 1.6% |
| Accounting | | 2,144,875 | | 2,226,100 | | 2,175,100 | | 2,298,000 | | 3.2% |
| Treasury | | 1,539,912 | | 1,705,700 | | 1,681,100 | | 1,650,200 | | -3.3% |
| Recoveries | | (1,926,959) | | (1,994,800) | | (2,025,100) | | (2,128,300) | | 6.7% |
| TOTAL | \$ | 3,134,587 | \$ | 3,398,200 | \$ | 3,218,500 | \$ | 3,304,900 | | -2.7% |
| SOURCES OF FUNDS | | | | | | | | | | |
| General Fund | \$ | 3,134,587 | \$ | 3,398,200 | \$ | 3,218,500 | \$ | 3,304,900 | | -2.7% |
| Other County Operating Funds: | | | | | | | | | | |
| TOTAL | \$ | 3,134,587 | \$ | 3,398,200 | \$ | 3,218,500 | \$ | 3,304,900 | | -2.7% |

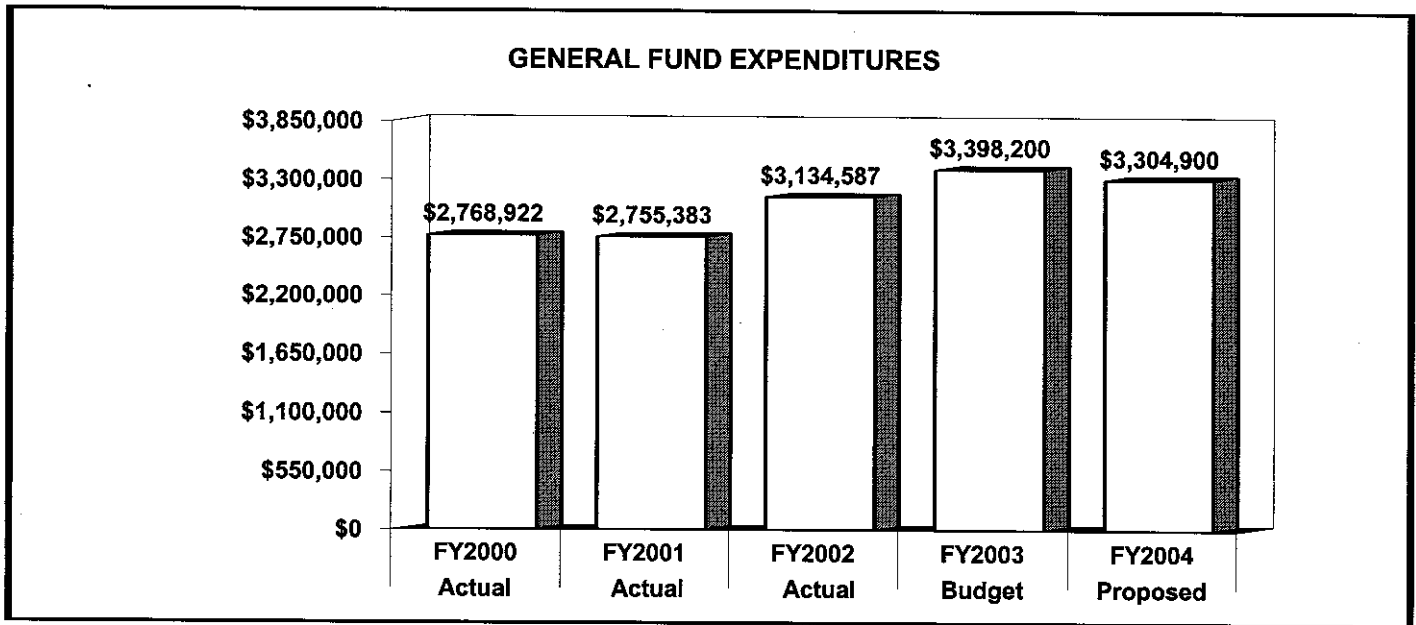
FY2004 SOURCES OF FUNDS

Although the agency's bottom line is supported 100% by the General Fund, a large portion of its costs are allocated to other sources via recoveries.

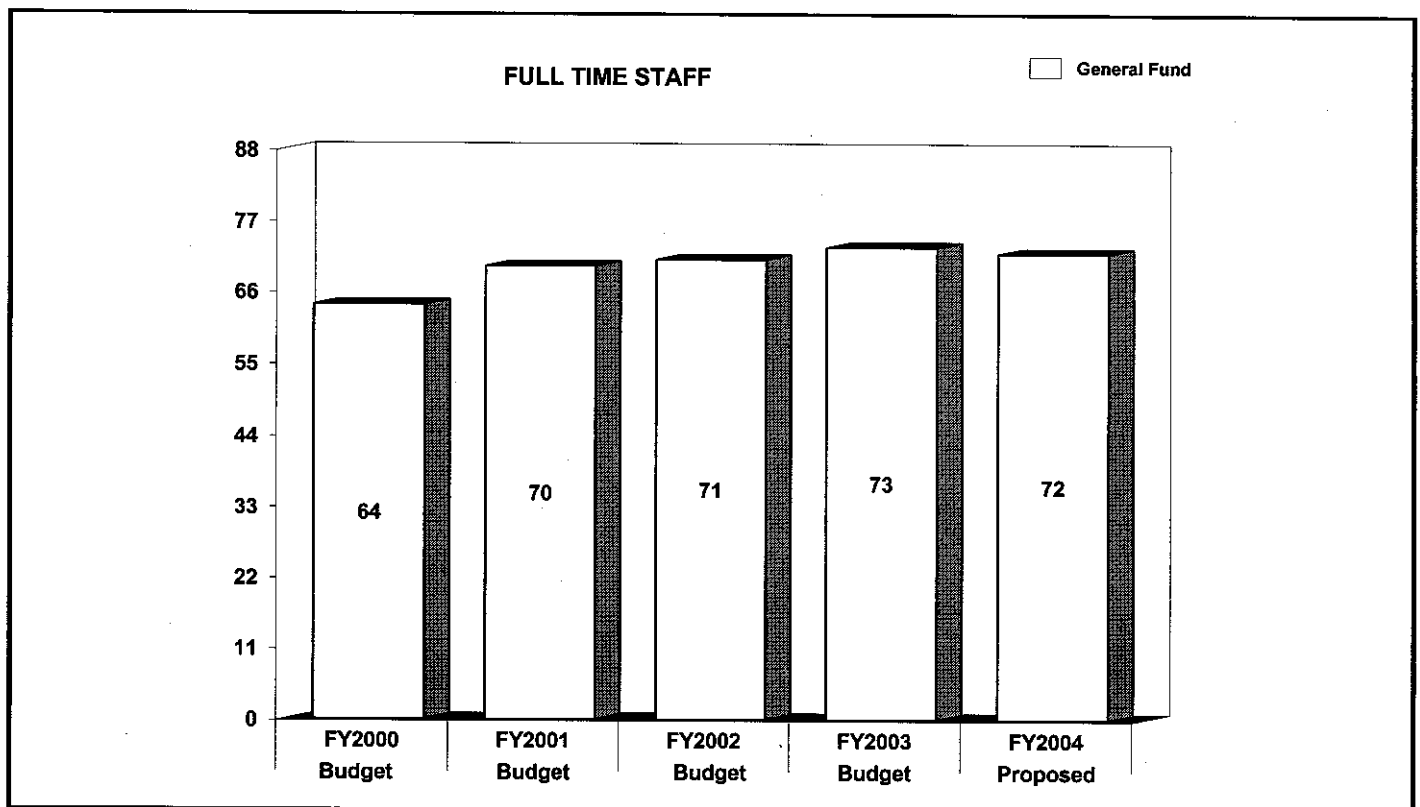


| | FY2002 BUDGET | FY2003 BUDGET | FY2004 PROPOSED | CHANGE FY2003- FY2004 |
|---------------------------|------------------|------------------|--------------------|-----------------------------|
| GENERAL FUND STAFF | | | | |
| Full Time - Civilian | 71 | 73 | 72 | -1 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 0 | 0 | 0 | 0 |
| Limited Term Grant Funded | 0 | 0 | 0 | 0 |
| OTHER STAFF | | | | |
| Full Time - Civilian | | | | |
| Full Time - Sworn | | | | |
| Part Time | | | | |
| Limited Term Grant Funded | | | | |
| TOTAL | | | | |
| Full Time - Civilian | 71 | 73 | 72 | -1 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 0 | 0 | 0 | 0 |
| Limited Term | 0 | 0 | 0 | 0 |

| POSITIONS BY CATEGORY | FULL TIME | PART TIME | LIMITED TERM |
|----------------------------|--------------|--------------|-----------------|
| Director | 1 | 0 | 0 |
| Associate Director | 1 | 0 | 0 |
| Accountants | 18 | 0 | 0 |
| Administrative Assistants | 3 | 0 | 0 |
| Administrative Aides | 8 | 0 | 0 |
| Other | 7 | 0 | 0 |
| Account Clerks | 27 | 0 | 0 |
| Deputy Directors | 2 | 0 | 0 |
| Administrative Specialists | 5 | 0 | 0 |
| TOTAL | 72 | 0 | 0 |



General Fund expenditures decreased in FY2004 due to the elimination of one position, employment of salary lapse and reduced requirements for contracts for financial advice and legal assistance with tax sales.



Staffing is reduced from FY2003 by one position because of the abolishment of a clerk position. The function of the position - to collect telecommunication tax revenues - will be absorbed by existing staff.

| PERFORMANCE MEASURES | FY2000 ACTUAL | FY2001 ACTUAL | FY2002 ACTUAL | FY2003 ESTIMATED | FY2004 PROJECTED |
|---|---------------|---------------|---------------|------------------|------------------|
| Administration Division | | | | | |
| Number of safety site inspections | - | 0 | 16 | 45 | 48 |
| Number of safety training sessions | - | 6 | 35 | 38 | 40 |
| <div> An accident prevention team works with agencies to promote safety and reduce injuries. </div> | | | | | |
| Accounting Division | | | | | |
| Invoices prepared per accounts receivable clerk | 3,218 | 3,013 | 2,599 | 2,443 | 2,309 |
| Time sheets processed per payroll clerk | 53,405 | 52,526 | 52,917 | 54,129 | 56,767 |
| Grants maintained per accountant | 215 | 246 | 246 | 256 | 269 |
| % of County employees participating in direct deposit program | 72.3% | 74.0% | 75.9% | 76.8% | 77.0% |
| Treasury Division | | | | | |
| Current year's tax collections and credits as percent of total levy | 98.8% | 98.4% | 98.5% | 99.0% | 99.0% |
| Total tax collections and credits as percent of total initial levy | 98.8% | 98.4% | 98.5% | 99.0% | 99.0% |
| <div> As a result of continuing collection efforts, FY2000 and FY2001 actuals for total tax collections and credits as percentages of total initial levies have been adjusted from the percent levels shown in the FY2003 Approved Budget. Accounting Division measures are increasing due to improved site training and greater automation of financial operations. </div> | | | | | |

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 3,504,518 | \$ 3,724,900 | \$ 3,601,400 | \$ 3,783,300 | 1.6% |
| Fringe Benefits | 737,816 | 828,900 | 874,800 | 948,500 | 14.4% |
| Operating Expenses | 819,212 | 839,200 | 767,400 | 701,400 | -16.4% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| | \$ 5,061,546 | \$ 5,393,000 | \$ 5,243,600 | \$ 5,433,200 | 0.7% |
| Recoveries | (1,926,959) | (1,994,800) | (2,025,100) | (2,128,300) | 6.7% |
| TOTAL | \$ 3,134,587 | \$ 3,398,200 | \$ 3,218,500 | \$ 3,304,900 | -2.7% |

STAFF

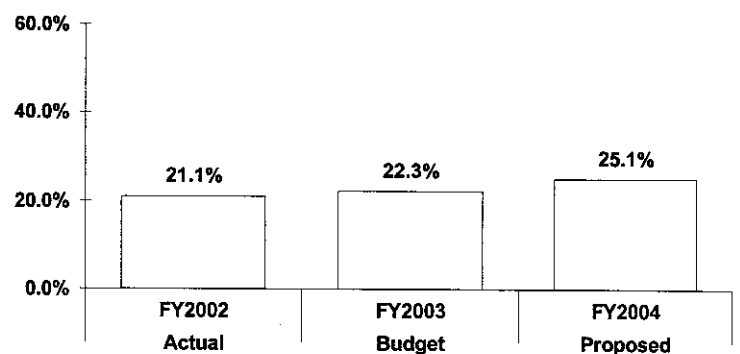
| | | | | | |
|----------------------|---|----|---|----|-------|
| Full Time - Civilian | - | 73 | - | 72 | -1.4% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

MAJOR OPERATING EXPENDITURES

FY2004

| | |
|--------------------------------------|------------|
| Office Automation | \$ 312,900 |
| Operational Contracts | \$ 112,000 |
| General and Administrative Contracts | \$ 105,600 |
| Printing and Reproduction | \$ 57,400 |
| Telephones | \$ 46,200 |

Fringe Benefits as a % of Compensation



ADMINISTRATION - 01

This Division oversees the activities of the Office and has direct responsibility for coordinating and financing bond sales for capital projects, real estate and equipment acquisition, and operating cash needs.

The Division administers a comprehensive insurance program designed to minimize the County's exposure to risks in the areas of professional, general and automobile liability, fire and casualty loss and worker's compensation. The Division also has responsibility for the management of cash flow and the investment of all funds not immediately required for expenditure in an effort to maximize return.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|--------------------------|--------------------------|-----------------------------|----------------------------|---------------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 894,824 | \$ 943,700 | \$ 889,600 | \$ 1,000,200 | 6% |
| Fringe Benefits | 178,233 | 210,000 | 222,100 | 247,100 | 17.7% |
| Operating Expenses | 303,702 | 307,500 | 275,700 | 237,700 | -22.7% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 1,376,759 | \$ 1,461,200 | \$ 1,387,400 | \$ 1,485,000 | 1.6% |
| Recoveries | (890,050) | (926,800) | (940,900) | (1,043,200) | 12.6% |
| TOTAL | \$ 486,709 | \$ 534,400 | \$ 446,500 | \$ 441,800 | -17.3% |
| STAFF | | | | | |
| Full Time - Civilian | - | 14 | - | 13 | -7.1% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

ACCOUNTING - 02

The Accounting Division is responsible for the timely and accurate recording and reporting of the financial activities of the County to ensure conformity with legal requirements, administrative policy and generally accepted accounting principles. These activities are captured in several standard funds and account groups that include: the General Fund; the Special Revenue Fund; the Debt Service Fund; the Capital Projects Fund; the Enterprise Funds, which include Solid Waste and Stormwater Management; the Internal Service Funds, such as the Self-Insurance Funds; the Trust, Agency and Pension Funds; and the Fixed Assets and Long-Term Debt Account Groups. This Division is also responsible for preparation of the Comprehensive Annual Financial Report, the State's Uniform Financial Report and the Indirect Cost Allocation Plan. The latter is used to recover indirect costs and fringe benefits applicable to grants and contracts. This Division also performs all accounting functions related to County accounts receivable, accounts payable and travel transactions.

The Accounting Division coordinates two other major activities within the Office of Finance. The payroll unit maintains and operates the automated payroll system and processes the bi-weekly County payroll and monthly pension payments. The accounting system staff is responsible for maintaining and operating the County's automated accounting system.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 1,601,862 | \$ 1,643,900 | \$ 1,576,000 | \$ 1,704,500 | 3.7% |
| Fringe Benefits | 328,429 | 365,800 | 382,700 | 407,100 | 11.3% |
| Operating Expenses | 214,584 | 216,400 | 216,400 | 186,400 | -13.9% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 2,144,875 | \$ 2,226,100 | \$ 2,175,100 | \$ 2,298,000 | 3.2% |
| Recoveries | (854,472) | (877,200) | (890,200) | (891,000) | 1.6% |
| TOTAL | \$ 1,290,403 | \$ 1,348,900 | \$ 1,284,900 | \$ 1,407,000 | 4.3% |
| STAFF | | | | | |
| Full Time - Civilian | - | 33 | - | 33 | 0% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

TREASURY - 03

The Treasury Division collects and accounts for real property taxes, business personal property taxes, and solid waste service charges. It also handles special area assessments for the County and taxes and charges for the State of Maryland, the Washington Suburban Sanitary Commission, the Maryland-National Capital Park and Planning Commission, the Washington Suburban Transit Commission and 27 municipalities in the County. Other taxes administered include recordation, transfer, energy, mobile home and hotel/motel taxes. The Treasury Division is responsible for issuing tax certifications, auditing tax adjustments, processing circuit breaker refunds, administering various tax credit programs, collecting fees associated with evictions, administering the semi-annual tax payment program and selling properties at tax sale for delinquent taxes.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|--------------------------|--------------------------|-----------------------------|----------------------------|---------------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 1,007,832 | \$ 1,137,300 | \$ 1,135,800 | \$ 1,078,600 | -5.2% |
| Fringe Benefits | 231,154 | 253,100 | 270,000 | 294,300 | 16.3% |
| Operating Expenses | 300,926 | 315,300 | 275,300 | 277,300 | -12.1% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 1,539,912 | \$ 1,705,700 | \$ 1,681,100 | \$ 1,650,200 | -3.3% |
| Recoveries | (182,437) | (190,800) | (194,000) | (194,100) | 1.7% |
| TOTAL | \$ 1,357,475 | \$ 1,514,900 | \$ 1,487,100 | \$ 1,456,100 | -3.9% |
| STAFF | | | | | |
| Full Time - Civilian | - | 26 | - | 26 | 0% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

OFFICE OF COMMUNITY RELATIONS - 13

MISSION

The mission of the Office of Community Relations is to promote the goals and programs of the County Executive by fostering good community relationships; addressing the needs of our private, civic and public citizens; providing timely and effective responses to citizen concerns; and providing information and assistance with the delivery of County services.

DESCRIPTION OF SERVICES

Acts as a liaison for citizens with problems involving County agencies, government entities, quasi-public entities and businesses.

Establishes working relationships and agency agreements with entities that provide services to County residents.

Works with various community groups to promote the goals of the County Executive and to foster good community relations.

Coordinates with County agencies to provide the County Executive's input for special events.

Receives and resolves citizen complaints.

Manages the County's e-mail site for proper agency response.

FY2003 HIGHLIGHTS

- Upgraded equipment for Prince George's Community Television, Channel 76, including software, monitors, camcorder, and motherboards.
- Expanded the Prince George's County web-site to serve more requests and improve customer service.
- The Office assisted the Office of Information Technology and Communications in the research of a Countywide 311 emergency/information system.
- The Office of Community Relations hosted the County's Sister City Friendship Committee from the Bafokeng Kingdom in South Africa. This community partnership fosters the exchange of cultural, educational, municipal, business, and technical ideas and practices.

FY2004 OVERVIEW

In FY2004, the Office will continue developing bilingual County informational brochures (Spanish and English).

Working with the Office of Information Technology and Communications (OITC), the Office is seeking ways to improve and/or replace the Office's Communication Tracking System. This system tracks correspondence from citizens and ensures that the proper agencies are involved in providing timely response to citizen questions or concerns.

A new Division of Multicultural Affairs will be created. It will extend community services to residents of all ethnic and cultural backgrounds. A bilingual Citizen Services Specialist has been hired to address concerns of Spanish-speaking residents.

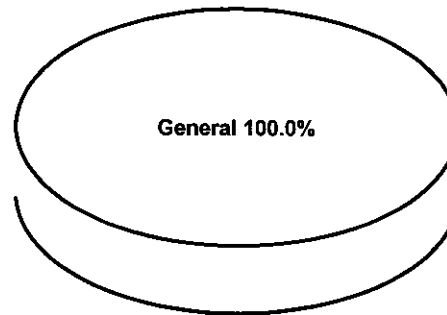
The internship program and community outreach efforts will continue. Students who participate in the program throughout high school receive assistance with college and job placement.

A bus has been outfitted and dedicated to carry out County Executive initiatives that promote positive community relations. The Office will use the vehicle in its outreach activities such as community awareness events and community forums.

| | | FY2002 ACTUAL | | FY2003 BUDGET | | FY2003 ESTIMATED | | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|-------------------------------|----|------------------|----|------------------|----|---------------------|----|--------------------|-------------------------|
| TOTAL EXPENDITURES | \$ | 1,219,107 | \$ | 1,313,800 | \$ | 1,289,200 | \$ | 1,583,000 | 20.5% |
| EXPENDITURE DETAIL | | | | | | | | | |
| Administration | | 1,219,107 | | 1,313,800 | | 1,289,200 | | 1,583,000 | 20.5% |
| Recoveries | | 0 | | 0 | | 0 | | 0 | 0% |
| TOTAL | \$ | 1,219,107 | \$ | 1,313,800 | \$ | 1,289,200 | \$ | 1,583,000 | 20.5% |
| SOURCES OF FUNDS | | | | | | | | | |
| General Fund | \$ | 1,219,107 | \$ | 1,313,800 | \$ | 1,289,200 | \$ | 1,583,000 | 20.5% |
| Other County Operating Funds: | | | | | | | | | |
| TOTAL | \$ | 1,219,107 | \$ | 1,313,800 | \$ | 1,289,200 | \$ | 1,583,000 | 20.5% |

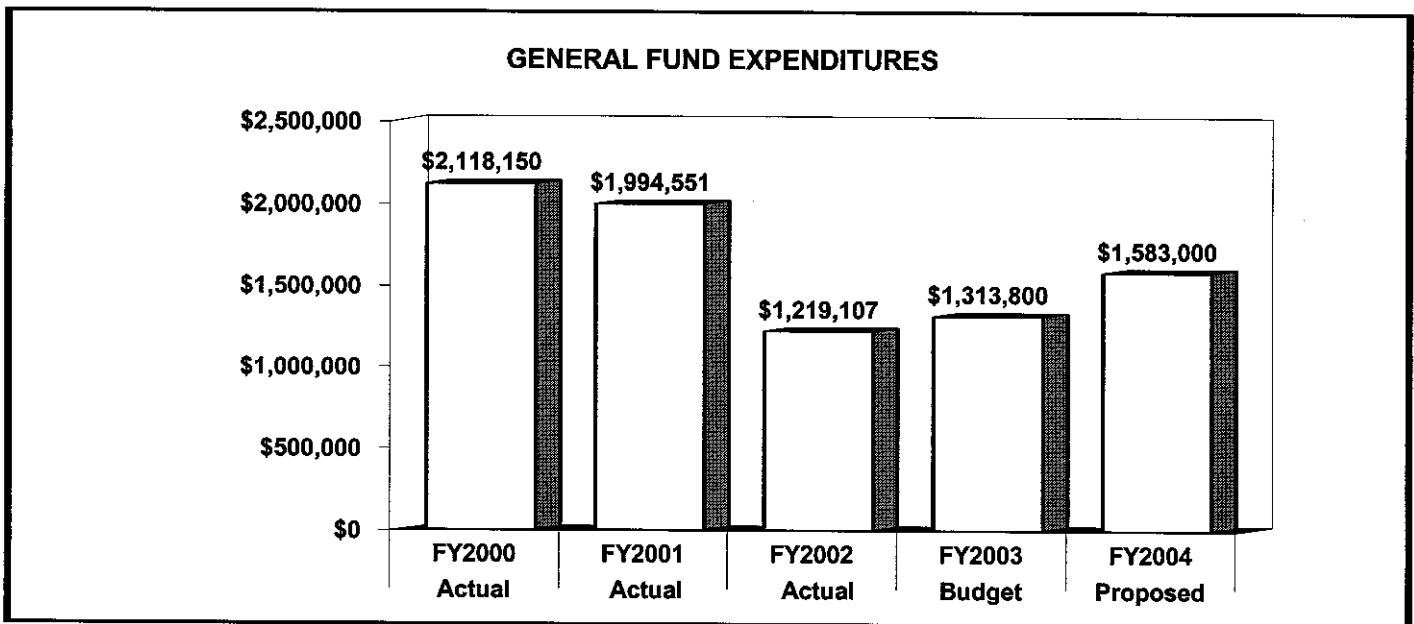
FY2004 SOURCES OF FUNDS

This agency derives 100% of its funding from the County's General Fund.

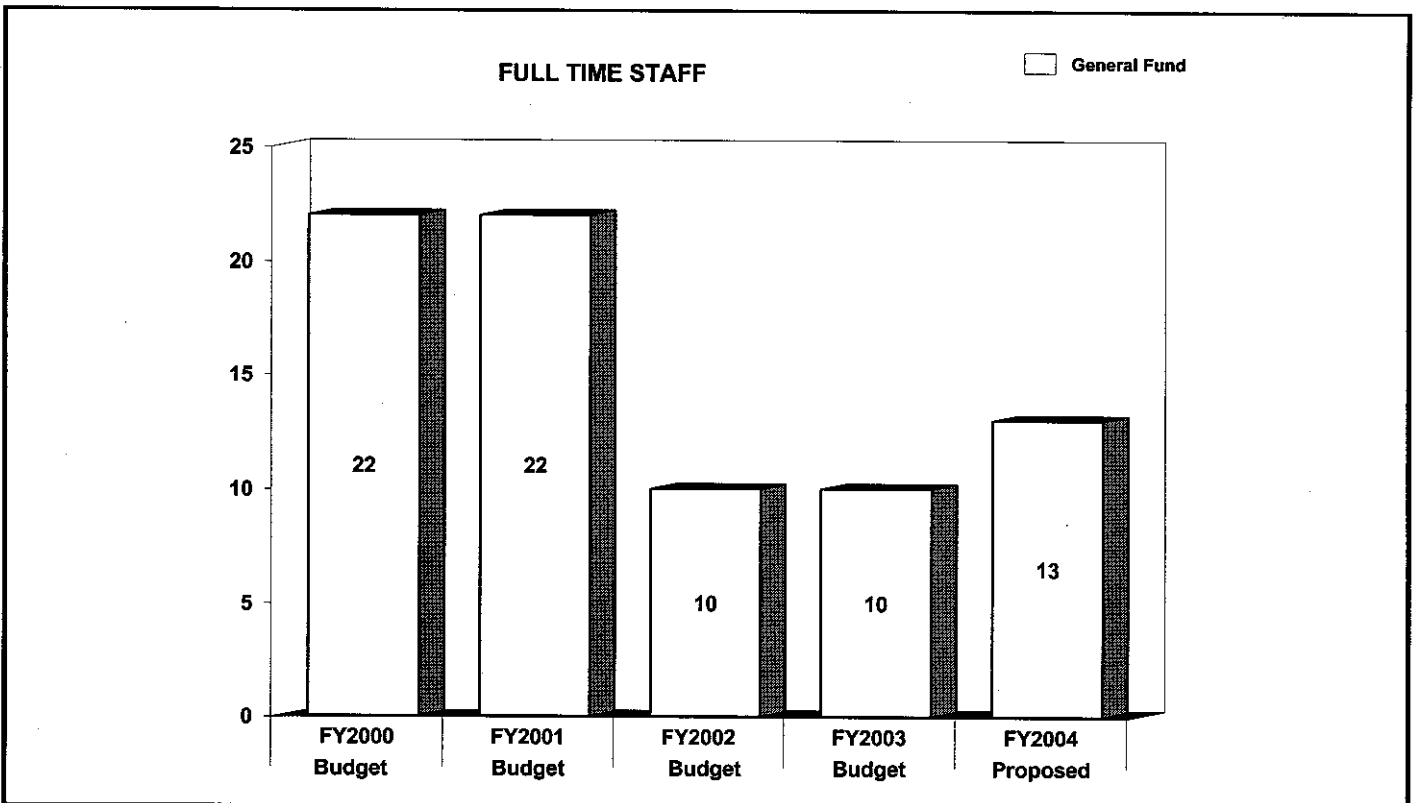


| | FY2002 BUDGET | FY2003 BUDGET | FY2004 PROPOSED | CHANGE FY2003- FY2004 |
|---------------------------|------------------|------------------|--------------------|-----------------------------|
| GENERAL FUND STAFF | | | | |
| Full Time - Civilian | 10 | 10 | 13 | 3 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 0 | 0 | 0 | 0 |
| Limited Term Grant Funded | 0 | 0 | 0 | 0 |
| OTHER STAFF | | | | |
| Full Time - Civilian | | | | |
| Full Time - Sworn | | | | |
| Part Time | | | | |
| Limited Term Grant Funded | | | | |
| TOTAL | | | | |
| Full Time - Civilian | 10 | 10 | 13 | 3 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 0 | 0 | 0 | 0 |
| Limited Term | 0 | 0 | 0 | 0 |

| POSITIONS BY CATEGORY | FULL TIME | PART TIME | LIMITED TERM |
|------------------------------|--------------|--------------|-----------------|
| Executive Director | 1 | 0 | 0 |
| Citizen Services Specialists | 6 | 0 | 0 |
| Public Service Aide | 1 | 0 | 0 |
| Administrative Aide | 1 | 0 | 0 |
| Deputy Director | 1 | 0 | 0 |
| Administrative Assistant | 2 | 0 | 0 |
| Administrative Specialist | 1 | 0 | 0 |
| TOTAL | 13 | 0 | 0 |



General Fund expenditures increased from FY2003 as a result of merit increases for County employees. Additionally, a new Division of Multicultural Affairs will be added in FY2004.



Due to the new Division of Multicultural Affairs, full-time staffing has increased by three positions. There are 13 authorized positions.

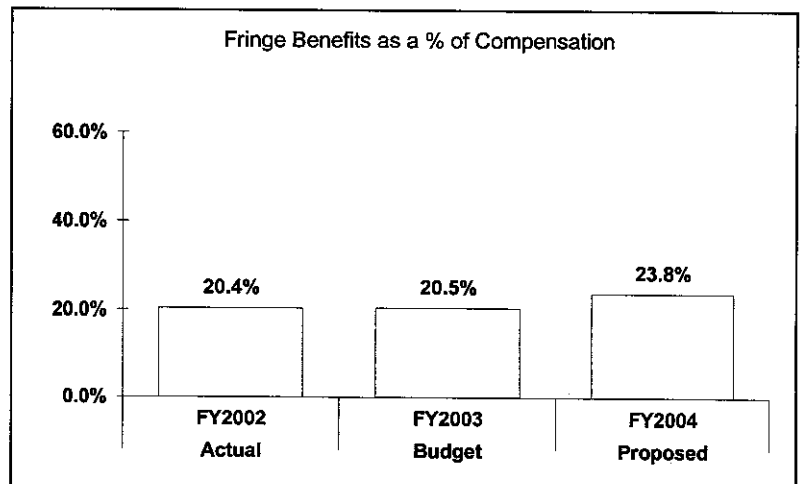
| PERFORMANCE MEASURES | FY2000 ACTUAL | FY2001 ACTUAL | FY2002 ACTUAL | FY2003 ESTIMATED | FY2004 PROJECTED |
|--|---------------|---------------|---------------|------------------|------------------|
| Office of Community Relations | | | | | |
| Telephone complaints/advice handled | 35,000 | 8,608 | 9,100 | 9,500 | 9,500 |
| Written complaints/advice handled | 1,037 | 909 | 1,500 | 1,500 | 1,500 |
| Average time to respond to citizen inquiries (days) | 5 | 3 | 3 | 2 | 2 |
| E-mail contacts | - | 540 | 900 | 1,200 | 1,200 |
| <div> <p>Performance Measures have remained the same as the Office of Community Relations undertakes additional challenges. The new Division of Multicultural Affairs has been established to deal with community issues that affect residents of all ethnic backgrounds.</p> </div> | | | | | |

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 422,203 | \$ 504,500 | \$ 469,700 | \$ 681,300 | 35% |
| Fringe Benefits | 86,060 | 103,300 | 109,100 | 162,200 | 57% |
| Operating Expenses | 710,844 | 706,000 | 710,400 | 739,500 | 4.7% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| | \$ 1,219,107 | \$ 1,313,800 | \$ 1,289,200 | \$ 1,583,000 | 20.5% |
| Recoveries | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$ 1,219,107 | \$ 1,313,800 | \$ 1,289,200 | \$ 1,583,000 | 20.5% |
| STAFF | | | | | |
| Full Time - Civilian | - | 10 | - | 13 | 30% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

The increase in compensation and fringe benefits is driven by the creation of the Division of Multicultural Affairs, with an addition of three full time staff.

The \$645,000 expenditure for Grants and Contributions represents the County's support for Prince George's Community Television (CTV-Channel 76). The increase to operating expenses provides necessary supplies and equipment for the new Division of Multicultural Affairs.

| MAJOR OPERATING EXPENDITURES FY2004 | | |
|--|----|---------|
| Grants and Contributions | \$ | 645,000 |
| Office Automation | \$ | 45,100 |
| Telephones | \$ | 16,500 |
| Vehicle-Gas and Oil | \$ | 9,100 |
| Miscellaneous | \$ | 5,900 |

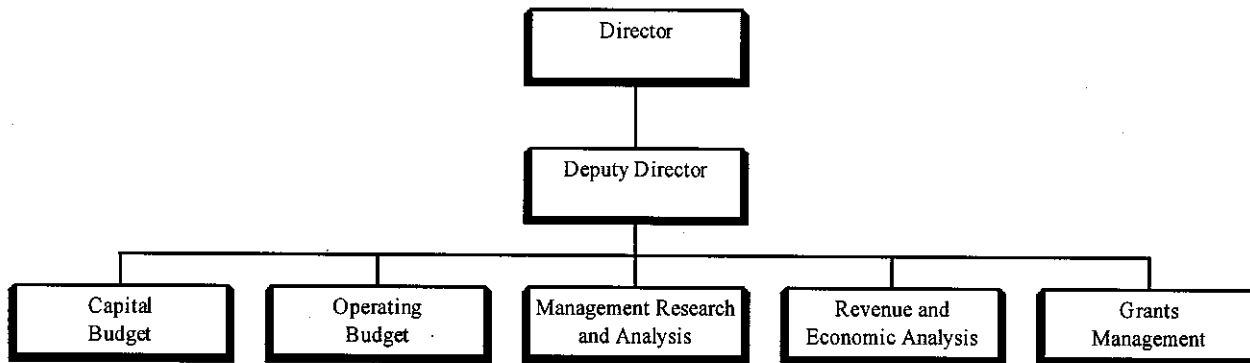


OFFICE OF MANAGEMENT AND BUDGET - 19

MISSION

To maintain the fiscal integrity of the County; provide information, analysis, assistance and recommendations; implement and monitor budgetary and legislative policies and edicts. These will be performed in a timely, accurate and professional manner, while remaining courteous, cooperative, responsive, accessible and helpful to the agency's customers.

ORGANIZATION CHART



DESCRIPTION OF SERVICES

- Responsible for budget formulation and fiscal control.
- Prepares the Current Expense Budget and Budget-in-Brief.
- Prepares the six-year Capital Improvement Program and Capital Budget.
- Performs fiscal analyses of County revenues, expenditures and economic trends.
- Performs management analyses.
- Coordinates the County's Executive Management Assessment Program.
- Analyzes State and local legislation for financial impact to the County government.
- Reviews and formulates recommendations to the County Council on the budget submissions of bi-County agencies such as the Washington Suburban Sanitary Commission and the Maryland-National Capital Park and Planning Commission.
- Provides staff support to the County's Spending Affordability Committee, and serves as a voting member on the Maryland-National Capital Park and Planning Commission's Spending Affordability Committee.
- Provides assistance to County agencies and the Office of Finance in monitoring the submission and receipt of grants, as well as the expenditure of grant funding.

FY2003 HIGHLIGHTS

- In conjunction with the Office of Law, prepared the necessary legislation to place the capital budget questions on the November 2002 ballot, and prepared and distributed a voter guide regarding bond questions appearing on the ballot.
- Prepared budgetary tables for bond authorization legislation (a prerequisite to the bond sale), and established bond receivables to enable the County to expend capital funds prior to the sale of general obligation bonds.
- Assisted the County Executive and the Office of Finance in developing and presenting to the New York rating agencies an \$85.6 million refinancing bond sale and a \$105.3 million general obligation bond sale. The County received AA or equivalent ratings on both bonds from all three rating houses.
- In addition to the regular budget process, OMB developed a preliminary budget plan for presentation to the new County Executive. The plan balanced General Fund revenues with expenditures in light of a worsening national and local economic outlook without layoffs, major service reductions, or use of fund balance.
- Reviewed the Board of Education's FY2004-2009 requested capital improvement program and developed written comments on the proposal to the State Interagency Committee for Public School Construction. These comments were drafted in letter form and approved jointly by the County Executive and County Council.
- Developed a series of proposals for possible methods of consolidating services between the County government and the Board of Education. The intent was to effectuate savings, thus freeing up additional financial resources for the Board. One proposal presently under discussion involves selling surplus school sites and utilizing the proceeds to fund school construction projects.
- Worked on an initiative to make budget information accessible to more citizens by putting the operating budget on the County's web site and by producing copies of the budget on compact disc.

FY2004 OVERVIEW

The FY2004 Proposed Budget for the Office of Management and Budget, at \$1,906,500, represents an increase of approximately \$240,000, or 14.5% over FY2003. The increase results from creating the new Grants Management Division discussed below. It also explains the proposed staffing increase of four full time positions. Without this new unit, OMB's budget would have decreased by 1.4% from the FY2003 Budget level.

Utilizing a new software package, OMB analysts will be providing to the Office of Personnel and Labor Relations cost estimates of labor proposals developed during the collective bargaining process.

Staff will continue to serve on the County's School Construction Task Force. This work group, with representatives from the County government, Board of Education and the Maryland-National Capital Park and Planning Commission, addresses issues of mutual concern in new school siting, permitting, construction timetables and cost. A subcommittee of the task force - the Site Selection Committee - will be responsible for reviewing and recommending sites for new schools as well as sites which can be surplus and sold.

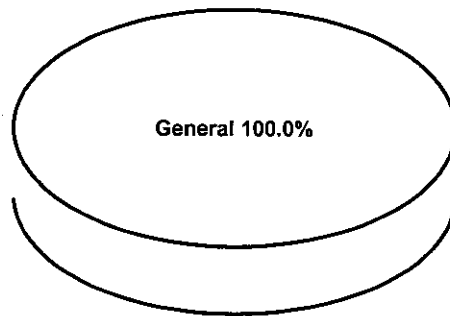
With regard to the Executive Management Assessment Program, OMB continues to monitor and audit agency progress reports and identify further issues for evaluation and action.

In FY2004 a new grants management unit will be created. The unit's responsibilities include working with agencies identifying possible grants, providing technical assistance on grant submissions to serving as a single point of contact for grantors and working with agencies and the Office of Finance to maximize grant expenditures and to assist agencies in meeting reporting deadlines to grantors.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|--------------------------------------|------------------|------------------|---------------------|--------------------|-------------------------|
| TOTAL EXPENDITURES | \$ 1,533,573 | \$ 1,664,600 | \$ 1,659,100 | \$ 1,906,500 | 14.5% |
| EXPENDITURE DETAIL | | | | | |
| Budget & Management Analysis | 1,573,149 | 1,664,600 | 1,659,100 | 1,756,300 | 5.5% |
| Grants Management | 0 | 0 | 0 | 264,500 | 100% |
| Information Technology Fund | 0 | 0 | 0 | 0 | 0% |
| Recoveries | (39,576) | 0 | 0 | (114,300) | 0% |
| TOTAL | \$ 1,533,573 | \$ 1,664,600 | \$ 1,659,100 | \$ 1,906,500 | 14.5% |
| SOURCES OF FUNDS | | | | | |
| General Fund | \$ 1,533,573 | \$ 1,664,600 | \$ 1,659,100 | \$ 1,906,500 | 14.5% |
| Other County Operating Funds: | | | | | |
| Information Technology Fund | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$ 1,533,573 | \$ 1,664,600 | \$ 1,659,100 | \$ 1,906,500 | 14.5% |

FY2004 SOURCES OF FUNDS

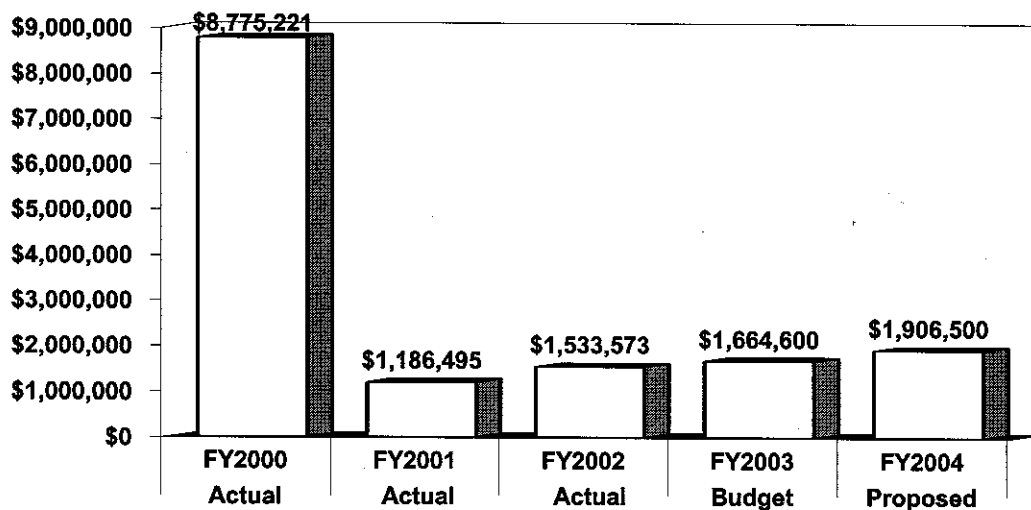
This agency's funding is derived solely from the County's General Fund.



| | FY2002 BUDGET | FY2003 BUDGET | FY2004 PROPOSED | CHANGE FY2003- FY2004 |
|---------------------------|------------------|------------------|--------------------|-----------------------------|
| GENERAL FUND STAFF | | | | |
| Full Time - Civilian | 21 | 20 | 24 | 4 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 0 | 0 | 0 | 0 |
| Limited Term Grant Funded | 0 | 0 | 0 | 0 |
| OTHER STAFF | | | | |
| Full Time - Civilian | | | | |
| Full Time - Sworn | | | | |
| Part Time | | | | |
| Limited Term Grant Funded | | | | |
| TOTAL | | | | |
| Full Time - Civilian | 21 | 20 | 24 | 4 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 0 | 0 | 0 | 0 |
| Limited Term | 0 | 0 | 0 | 0 |

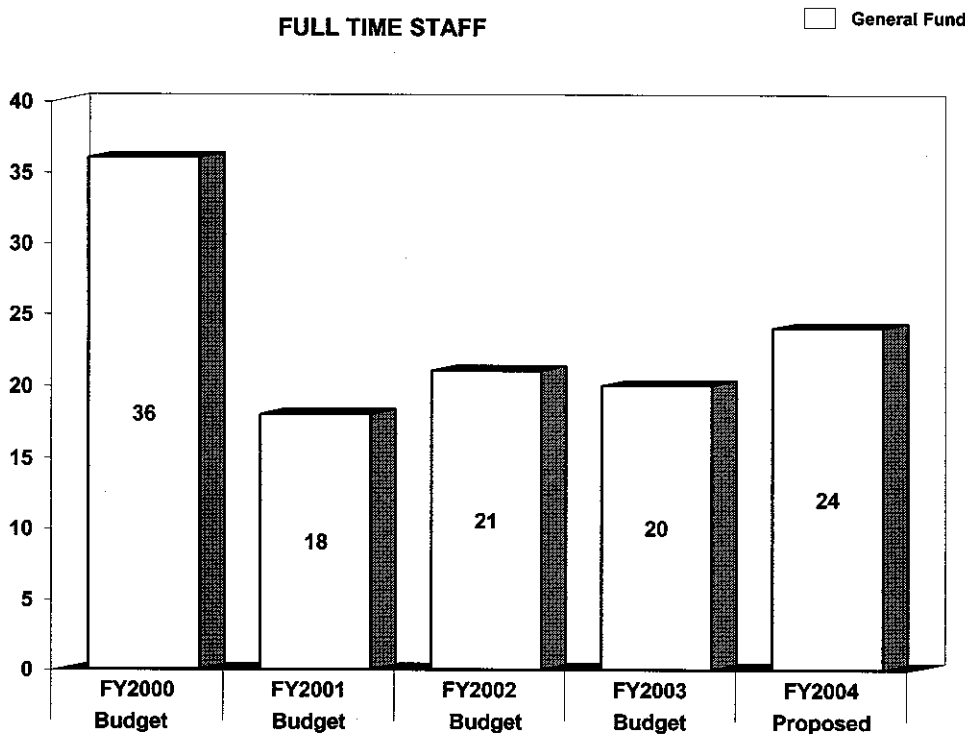
| POSITIONS BY CATEGORY | FULL TIME | PART TIME | LIMITED TERM |
|-------------------------------------|--------------|--------------|-----------------|
| Director/Deputy/Associate Directors | 3 | 0 | 0 |
| Administrative Specialists | 3 | 0 | 0 |
| Budget/Management Analysts | 10 | 0 | 0 |
| Administrative Aides | 5 | 0 | 0 |
| Administrative Assistants | 2 | 0 | 0 |
| Accountants | 1 | 0 | 0 |
| TOTAL | 24 | 0 | 0 |

GENERAL FUND EXPENDITURES



FY2001 actual expenditures decreased due to the transfer of Information Technology functions to the newly created Office of Information Technology and Communications (OITC). The FY2004 increase results from the creation of the grants management unit.

FULL TIME STAFF



Staffing decreases in FY2001 were due to the transfer of positions to OITC. A position providing support to the Revenue Authority was abolished in FY2003. Four positions (three professional and one clerical) responsible for grants management are proposed for creation in FY2004.

| PERFORMANCE MEASURES | FY2000 ACTUAL | FY2001 ACTUAL | FY2002 ACTUAL | FY2003 ESTIMATED | FY2004 PROJECTED |
|--|---------------|---------------|---------------|------------------|------------------|
| <i>Budget and Management Analysis</i> | | | | | |
| Per Capita General Fund expenditures | 1,821 | 1,897 | 1,960 | 2,138 | 2,191 |
| % Growth in per capita expenditures | 5.5 | 4.2 | 3.3 | 9.1 | 2.5 |
| Budgetary Fund Balance (\$ Millions) | 111.6 | 122.4 | 126.2 | 126.9 | 125.9 |
| <p>In both the FY2001 and FY2002 budgets, \$10 million in one-time fund balance was declared and the funding allocated to the Board of Education. In FY2003, that one time funding was replaced with continuing revenues.</p> <p>As the result of passage of a referendum question by the voters in November 2002, the County must maintain at least a 5% reserve to satisfy legal requirements stipulated in the County Charter. County policy further recommends retaining an additional 2% in reserves to ensure a reasonable degree of stability in long-term funding for County programs and services. The FY2004 Proposed Budget adheres to this policy.</p> <p>Note: Per Capital General Fund Expenditures assumes a County population of 810,000 in FY2002, 815,000 in FY2003 and 820,000 in FY2004.</p> | | | | | |

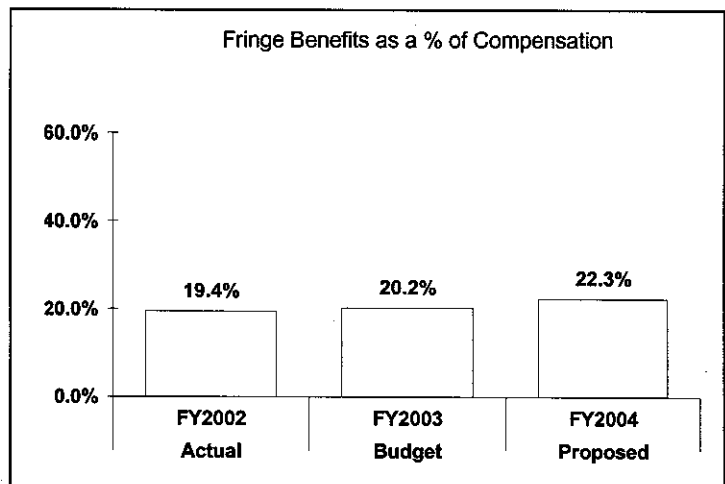
| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 1,153,083 | \$ 1,195,700 | \$ 1,222,100 | \$ 1,469,400 | 22.9% |
| Fringe Benefits | 224,021 | 241,900 | 246,900 | 328,100 | 35.6% |
| Operating Expenses | 196,045 | 227,000 | 190,100 | 223,300 | -1.6% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| | \$ 1,573,149 | \$ 1,664,600 | \$ 1,659,100 | \$ 2,020,800 | 21.4% |
| Recoveries | (39,576) | 0 | 0 | (114,300) | 0% |
| TOTAL | \$ 1,533,573 | \$ 1,664,600 | \$ 1,659,100 | \$ 1,906,500 | 14.5% |
| STAFF | | | | | |
| Full Time - Civilian | - | 20 | - | 24 | 20% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

Compensation includes funding for 24 full-time positions, an increase of four positions from FY2003. These positions will staff the new Grants Management Division. Funding for merit increases has been provided.

Operating expenses decline largely due to a reduction in contractual services and printing costs. OMB is moving toward increasing the number of budgets available on compact disc, which are less expensive to produce than traditional budget books. These decreases are partially offset by increased office automation, supply and other costs for the Grants Management Division.

Recoveries in FY2002 were from the Revenue Authority. No recovery will be sought in FY2003. The FY2004 recovery represents salary and fringe benefit costs recovered from capital programs.

| MAJOR OPERATING EXPENDITURES FY2004 | |
|--|------------|
| Office Automation | \$ 126,200 |
| Printing and Reproduction | \$ 53,000 |
| Miscellaneous | \$ 15,000 |
| Telephones | \$ 10,500 |
| Training | \$ 9,000 |



BUDGET & MANAGEMENT ANALYSIS - 01

The Budget and Management Analysis Division reviews, prepares and implements the County's Operating Budget, Budget-in-Brief and the six-year Capital Improvement Program and Capital Budget. This Division also reviews and analyzes the budgets of the Board of Education, Maryland-National Capital Park and Planning Commission, Redevelopment Authority, Revenue Authority, Washington Suburban Sanitary Commission and Washington Suburban Transit Commission.

Staff forecast revenues and expenditures, estimate the cost of compensation proposals, analyze the fiscal impact of proposed legislation, administer the County's Tax Differential Program, analyze management policies and organizational structures, review and recommend improvements to County programs, and conduct special studies for the County Executive or County agencies as requested.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 1,153,083 | \$ 1,195,700 | \$ 1,222,100 | \$ 1,270,800 | 6.3% |
| Fringe Benefits | 224,021 | 241,900 | 246,900 | 283,800 | 17.3% |
| Operating Expenses | 196,045 | 227,000 | 190,100 | 201,700 | -11.1% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 1,573,149 | \$ 1,664,600 | \$ 1,659,100 | \$ 1,756,300 | 5.5% |
| Recoveries | (39,576) | 0 | 0 | (114,300) | 0% |
| TOTAL | \$ 1,533,573 | \$ 1,664,600 | \$ 1,659,100 | \$ 1,642,000 | -1.4% |
| STAFF | | | | | |
| Full Time - Civilian | - | 20 | - | 20 | 0% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

GRANTS MANAGEMENT - 02

The Grants Management Division, newly created in FY2004, is responsible for coordinating the County's efforts to maximize grant revenues obtained and expended by the County. The Division will work with agencies to seek additional grant funding necessary for the County to achieve its core responsibilities, provide assistance in drafting grant applications, serve as a central contact point for grantors with questions or concerns, monitor grants to assist agencies in meeting reporting deadlines and, in conjunction with the Office of Finance, ensure that grant expenditures are maximized, and consistent with the stated purposes of individual grants.

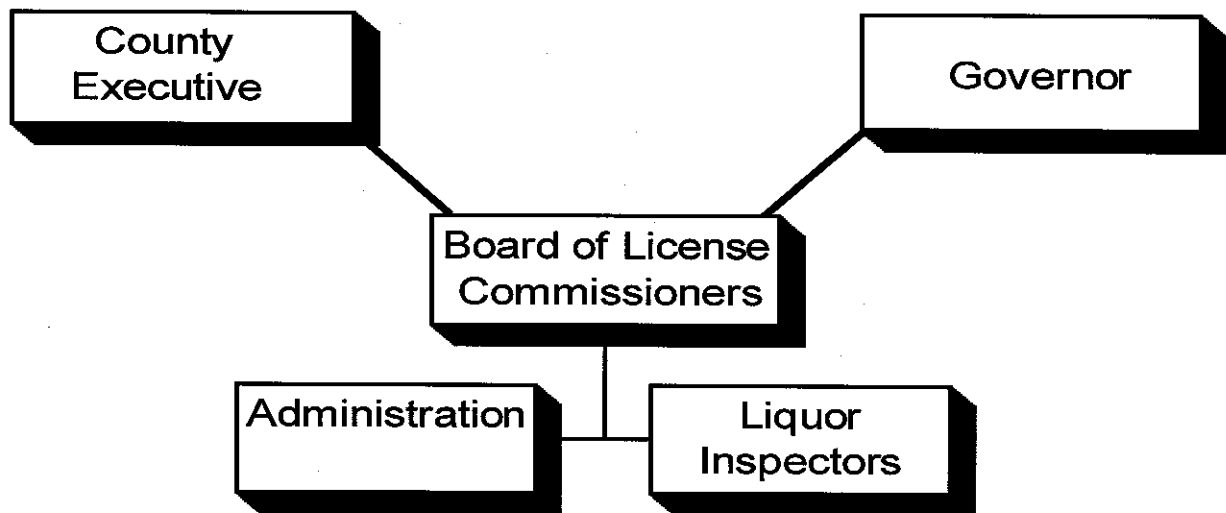
| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|--------------------------|--------------------------|-----------------------------|----------------------------|---------------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 0 | \$ 0 | \$ 0 | \$ 198,600 | 100% |
| Fringe Benefits | 0 | 0 | 0 | 44,300 | 100% |
| Operating Expenses | 0 | 0 | 0 | 21,600 | 100% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 0 | \$ 0 | \$ 0 | 264,500 | 100% |
| Recoveries | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$ 0 | \$ 0 | \$ 0 | 264,500 | 100% |
| STAFF | | | | | |
| Full Time - Civilian | - | 0 | - | 4 | 100% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

BOARD OF LICENSE COMMISSIONERS - 20

MISSION

The mission of the Board of License Commissioners is to serve the citizens and the licensees of Prince George's County in all areas regarding the regulating, controlling, distribution, retailing, and awareness of alcoholic beverages. The Board of License Commissioners' employees work together to perform diverse tasks in an extraordinary manner to insure the complete satisfaction of the community and licensees. The Board of License Commissioners is committed to excellence in every phase of its operation.

ORGANIZATION CHART



DESCRIPTION OF SERVICES

- The Board of License Commissioners for Prince George's County consists of five members, appointed by the Governor under the provisions of Section 15-101 of Article 2B of the Annotated Code of Maryland. The Board serves a quasi-judicial function in administering and enforcing the Alcoholic Beverage Laws of the State of Maryland and the Rules and Regulations of the Board of License Commissioners for Prince George's County.
- The Board's responsibilities include the approval or denial of applications for new alcoholic beverage licenses and transfers of location and/or assignments of licenses. The Board holds a minimum of two public hearings each month as well as special and administrative voting sessions. The Board is responsible for the issuance of Special One-Day licenses and Sunday On Sale Permits.
- The Board reviews the annual renewal of all alcoholic beverage licenses, all requests from licensees for permission to make alterations on their premises, and other requests. The Board also takes disciplinary action for violations of the laws and regulations through the imposition of fines, suspensions or the revocation of licenses. The Board directs the inspections of all licensed premises, including inspections conducted on a routine basis and special inspections. The Board also suggests legislation for introduction to the General Assembly and promulgates its own rules and regulations.

FY2003 HIGHLIGHTS

- Promoted alcohol awareness using a multi-faceted approach that includes education, prevention and enforcement.
- Conducted Responsible Alcohol Management Seminars to help increase our licensees' awareness of the consequences of the sale of alcohol to underage individuals.
- Worked to promote high quality alcoholic beverage establishments in the County, especially in under-served communities.
- Proposed legislation to the Maryland General Assembly to increase certain license fees and increase the maximum fine the Board can impose for certain alcoholic beverage violations.
- Developed a data management system that created electronic files of all licensed establishments.
- Translated reference materials from English to Korean for storeowners on the guidelines of operating their businesses under the laws of the State of Maryland and the rules and regulations issued by the County's Board of License Commissioners. A significant number of liquor stores in the County are owned and operated by members of the Korean community.

FY2004 OVERVIEW

The Board of License Commissioners' budget decreased marginally from FY2003. Staffing levels remain unchanged, although compensation decreased by 1% due to the lapse of one full time position for FY2004. Fringe benefits was the only category to increase in FY2004, as operating expenses maintained the same level from FY2003.

The Board plans to implement intensive in-house training opportunities for newly appointed liquor inspectors.

Technology related initiatives will include automating the process for applying for one-day alcoholic beverage licenses, new/transfer/transfer of location applications and renewals of alcoholic beverage licenses.

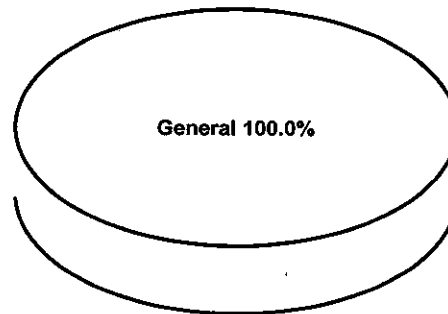
Continue to conduct Responsible Alcohol Management Seminars to help increase our licensees' awareness of the consequences of the sale of alcohol to underage individuals.

Continue to create high quality alcoholic beverage establishments in the county, especially in under-served communities, through education & enforcement.

| | | FY2002 ACTUAL | | FY2003 BUDGET | | FY2003 ESTIMATED | | FY2004 PROPOSED | | CHANGE FY2003-FY2004 |
|--|----|------------------|----|------------------|----|---------------------|----|--------------------|--|-------------------------|
| TOTAL EXPENDITURES | \$ | 831,980 | \$ | 989,900 | \$ | 918,400 | \$ | 989,300 | | -0.1% |
| EXPENDITURE DETAIL | | | | | | | | | | |
| Board, License Commissioners Operations | | 831,980 | | 989,900 | | 918,400 | | 989,300 | | -0.1% |
| Recoveries | | 0 | | 0 | | 0 | | 0 | | 0% |
| TOTAL | \$ | 831,980 | \$ | 989,900 | \$ | 918,400 | \$ | 989,300 | | -0.1% |
| SOURCES OF FUNDS | | | | | | | | | | |
| General Fund | \$ | 831,980 | \$ | 989,900 | \$ | 918,400 | \$ | 989,300 | | -0.1% |
| Other County Operating Funds: | | | | | | | | | | |
| TOTAL | \$ | 831,980 | \$ | 989,900 | \$ | 918,400 | \$ | 989,300 | | -0.1% |

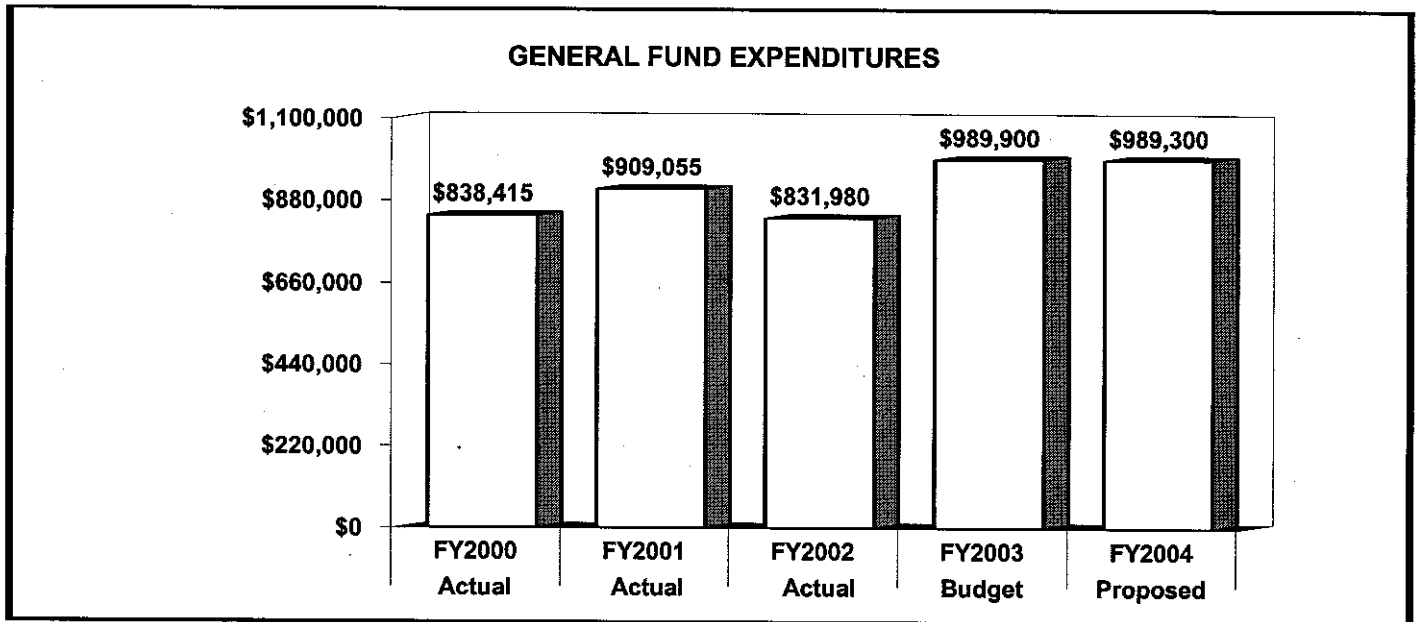
FY2004 SOURCES OF FUNDS

The operations of this agency are supported by the County's General Fund.

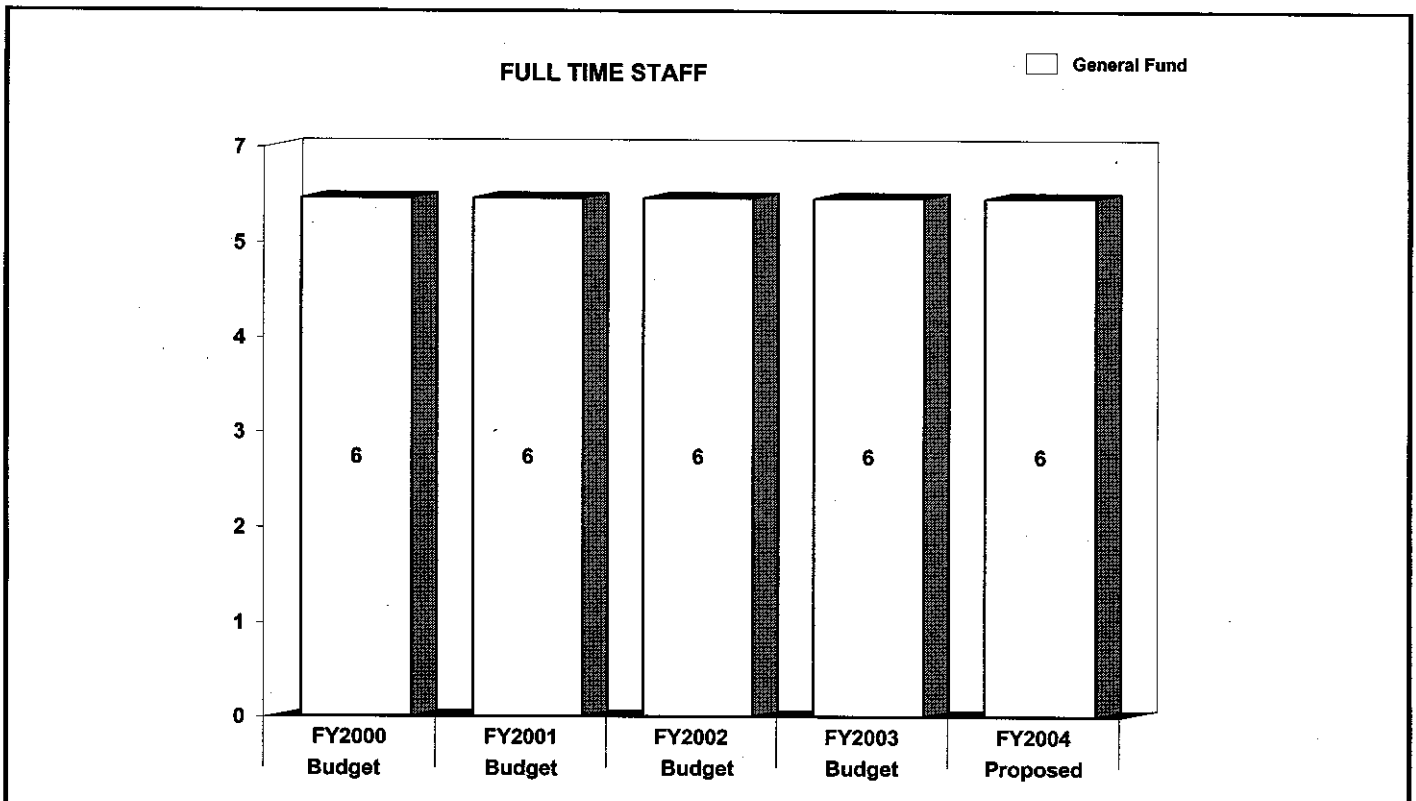


| | FY2002 BUDGET | FY2003 BUDGET | FY2004 PROPOSED | CHANGE FY2003- FY2004 |
|---------------------------|------------------|------------------|--------------------|-----------------------------|
| GENERAL FUND STAFF | | | | |
| Full Time - Civilian | 6 | 6 | 6 | 0 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 29 | 29 | 29 | 0 |
| Limited Term Grant Funded | 0 | 0 | 0 | 0 |
| OTHER STAFF | | | | |
| Full Time - Civilian | | | | |
| Full Time - Sworn | | | | |
| Part Time | | | | |
| Limited Term Grant Funded | | | | |
| TOTAL | | | | |
| Full Time - Civilian | 6 | 6 | 6 | 0 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 29 | 29 | 29 | 0 |
| Limited Term | 0 | 0 | 0 | 0 |

| POSITIONS BY CATEGORY | FULL TIME | PART TIME | LIMITED TERM |
|------------------------|--------------|--------------|-----------------|
| Administrator | 1 | 0 | 0 |
| Administrative Aides | 3 | 0 | 0 |
| Chief Liquor Inspector | 1 | 0 | 0 |
| Deputy Chief | 1 | 0 | 0 |
| Liquor Inspectors | 0 | 29 | 0 |
| TOTAL | 6 | 29 | 0 |



The Board of License Commissioners FY2004 budget is a 0.1% decrease from its FY2003 budget. Compensation for one full time position will be lapsed in FY2004 to offset the increased costs of fringe benefits.



Of the six positions, 3 are mandated by the State. They include an Administrator, a Chief Liquor Inspector and a Deputy Chief Liquor Inspector.

| PERFORMANCE MEASURES | FY2000 ACTUAL | FY2001 ACTUAL | FY2002 ACTUAL | FY2003 ESTIMATED | FY2004 PROJECTED |
|------------------------------------|---------------|---------------|---------------|------------------|------------------|
| Liquor Board | | | | | |
| Number of Inspections/Observations | 65,760 | 66,418 | 66,408 | 66,195 | 66,195 |
| Number of Special Investigations | 1,452 | 1,579 | 1,712 | 1,700 | 1,700 |
| Number of Hearings | 28 | 45 | 50 | 48 | 41* |
| Number of Licenses Suspended | 0 | 0 | 0 | 0 | 0 |
| Number of Licenses Revoked/Expired | 8 | 9 | 12 | 8 | 9 |
| Fine Revenue | \$35,500 | \$40,075 | \$55,225 | \$60,200 | \$60,625 |
| Number of Violations | 26 | 29 | 25 | 26 | 26 |
| Number of New Licenses Issued | 10 | 7 | 11 | 6 | 12** |

* Decline in hearings due to community meetings and intervention with the Inspection Staff and members of the Police Department in resolving and mediating problems before the need of a hearing.

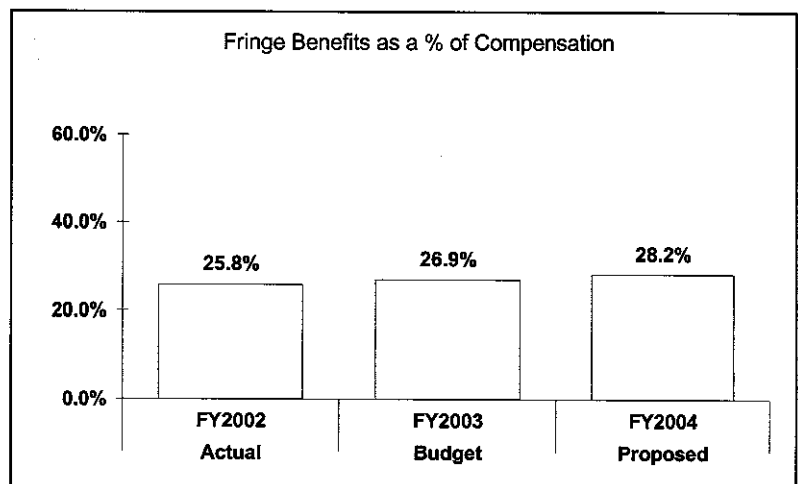
** Projecting an increase in the number of new alcoholic beverage licenses being issued due to the development of National Harbor and the Boulevard at the Capital Centre.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|-------------------|-------------------|---------------------|--------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 546,791 | \$ 653,300 | \$ 596,700 | \$ 646,500 | -1% |
| Fringe Benefits | 141,044 | 176,000 | 162,500 | 182,200 | 3.5% |
| Operating Expenses | 144,145 | 160,600 | 159,200 | 160,600 | 0% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| | \$ 831,980 | \$ 989,900 | \$ 918,400 | \$ 989,300 | -0.1% |
| Recoveries | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$ 831,980 | \$ 989,900 | \$ 918,400 | \$ 989,300 | -0.1% |
| STAFF | | | | | |
| Full Time - Civilian | - | 6 | - | 6 | 0% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 29 | - | 29 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

Compensation includes funding for annualized merit increases, and reflects the salary lapse of one full time position.

Operating expenses remain flat from FY 2003 to FY 2004. Office Automation continues to provide for technology initiatives associated with automating the application process for liquor licenses.

| MAJOR OPERATING EXPENDITURES FY2004 | |
|--|-----------|
| Local Transportation | \$ 85,000 |
| General and Administrative Contracts | \$ 26,500 |
| Office Automation | \$ 17,900 |
| Miscellaneous | \$ 9,200 |
| Printing and Reproduction | \$ 6,500 |

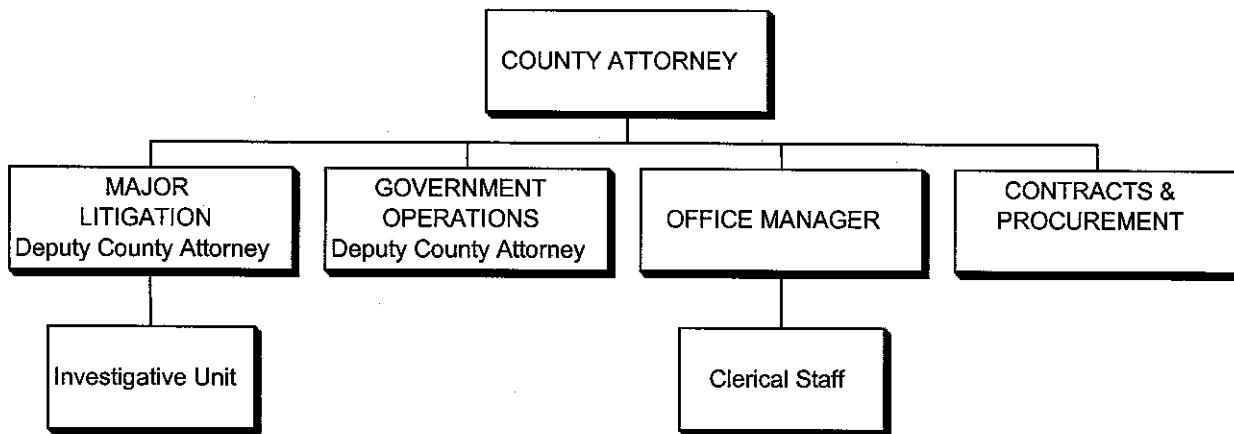


OFFICE OF LAW - 21

MISSION

The mission of the Office of Law is to serve all County agencies and citizens who have matters requiring Office of Law review in an expeditious and professional manner, to effectively enforce the civil laws of the County and to be creative and responsive in its service to County agencies in all matters through a work force committed to excellence, integrity, and teamwork.

ORGANIZATION CHART



DESCRIPTION OF SERVICES

- Serves as legal advisor to the County Executive, County Council, and all agencies and the various boards, commissions and committees.
- Represents the County in lawsuits; enforces various County ordinances and collection activities.
- Serves as legal counsel to the Department of Social Services and provides legal assistance to the Housing Authority on landlord-tenant issues.
- Provides legal assistance to all County Boards and Commissions through staff resources and outside legal contracts.
- Assists the Board of Ethics, which regulates all lobbying activities and administers the financial disclosure requirements of the Code of Ethics. Educates the public, employees and officials of the County regarding the laws and philosophy of ethics.
- Drafts legislation and reviews legislative proposals of County agencies.
- Reviews all contractual documents for legal sufficiency.

FY2003 HIGHLIGHTS

- The Litigation Division continues to successfully defend the County's interest in a variety of Courts. Highlights include: more than a dozen motions to dismiss or for summary judgment in cases that could have resulted in significant losses to the County; six jury verdicts in favor of the County and its employees; over \$500,000 in judgment and attorney fees were reversed; a Court ruling that the County was not subject to punitive damages and eliminated a \$10,000 award; and successfully defended the County against a number of injunctions.
- Provided representation before the Washington Council of Governments and the Department of Homeland Security in the coordination of regional mutual aid.
- Assisted in the drafting of legislation relating to the National Harbor Development Districts and National Harbor Special Taxing Districts, and authorizing the issuance and sale of bonds relating to this project.
- Advised County Police Department officials regarding several reviews and assisted in revisions to policies designed to sharpen supervisory review and reduce misconduct allegations.

FY2004 OVERVIEW

The Office of Law's FY2004 budget is slightly below the previous fiscal year. An evaluation of staffing assignments allowed for the elimination of one full-time position as its function was transferred to another agency. Fringe Benefits was the only category that increased in FY2004, due to cost increases for health insurance and pension contributions.

Training funds will support continuing education for attorneys as well as intensive trial training opportunities.

A member of the agency's support staff will continue to assist the Board of Ethics in reviewing complaints and rendering decisions in a timely fashion.

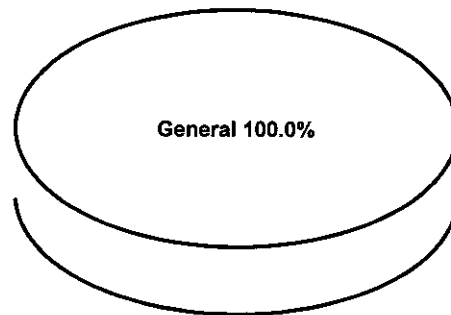
Legal services provided to County agencies as well as semi-autonomous entities such as the Housing Authority continue to be partially reimbursed through recoveries, thus offsetting budgeted costs.

An attorney from the Office of Law will assist the Police Reform Group with its review of the County's Police Department.

| | | FY2002 ACTUAL | | FY2003 BUDGET | | FY2003 ESTIMATED | | FY2004 PROPOSED | | CHANGE FY2003-FY2004 |
|-------------------------------|----|------------------|----|------------------|----|---------------------|----|--------------------|--|-------------------------|
| TOTAL EXPENDITURES | \$ | 2,716,698 | \$ | 3,252,700 | \$ | 3,098,800 | \$ | 3,251,800 | | 0% |
| EXPENDITURE DETAIL | | | | | | | | | | |
| Office Of Law | | 4,019,457 | | 4,569,100 | | 4,415,200 | | 4,626,300 | | 1.3% |
| Recoveries | | (1,302,759) | | (1,316,400) | | (1,316,400) | | (1,374,500) | | 4.4% |
| TOTAL | \$ | 2,716,698 | \$ | 3,252,700 | \$ | 3,098,800 | \$ | 3,251,800 | | 0% |
| SOURCES OF FUNDS | | | | | | | | | | |
| General Fund | \$ | 2,716,698 | \$ | 3,252,700 | \$ | 3,098,800 | \$ | 3,251,800 | | 0% |
| Other County Operating Funds: | | | | | | | | | | |
| TOTAL | \$ | 2,716,698 | \$ | 3,252,700 | \$ | 3,098,800 | \$ | 3,251,800 | | 0% |

FY2004 SOURCES OF FUNDS

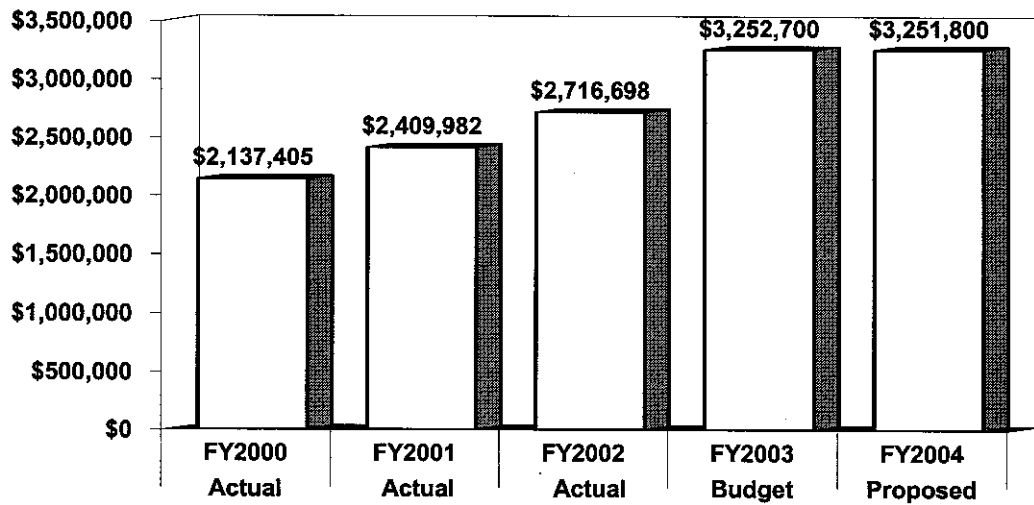
This is a General Fund agency, but a number of other sources reimburse costs through the agency's recoveries.



| | FY2002 BUDGET | FY2003 BUDGET | FY2004 PROPOSED | CHANGE FY2003- FY2004 |
|---------------------------|------------------|------------------|--------------------|-----------------------------|
| GENERAL FUND STAFF | | | | |
| Full Time - Civilian | 55 | 55 | 54 | -1 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 0 | 0 | 1 | 1 |
| Limited Term Grant Funded | 0 | 0 | 0 | 0 |
| OTHER STAFF | | | | |
| Full Time - Civilian | | | | |
| Full Time - Sworn | | | | |
| Part Time | | | | |
| Limited Term Grant Funded | | | | |
| TOTAL | | | | |
| Full Time - Civilian | 55 | 55 | 54 | -1 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 0 | 0 | 1 | 1 |
| Limited Term | 0 | 0 | 0 | 0 |

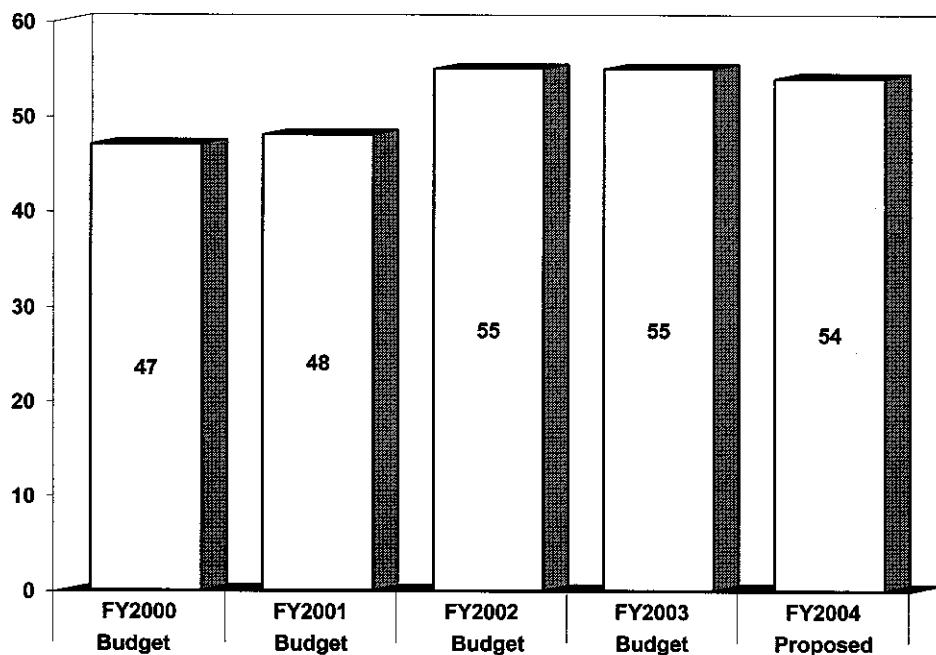
| POSITIONS BY CATEGORY | FULL TIME | PART TIME | LIMITED TERM |
|---------------------------|--------------|--------------|-----------------|
| Directors | 1 | 0 | 0 |
| Deputy Directors | 2 | 0 | 0 |
| Attorneys | 32 | 0 | 0 |
| Administrative Assistants | 4 | 0 | 0 |
| Investigators | 2 | 0 | 0 |
| Law Clerks | 1 | 1 | 0 |
| Administrative Support | 12 | 0 | 0 |
| TOTAL | 54 | 1 | 0 |

GENERAL FUND EXPENDITURES



The Office of Law's budget for FY2004 is just under the FY2003 approved amount. Compensation remains constant as merit increases will be offset with modest salary lapse.

FULL TIME STAFF



In FY2004, one Deputy Director position was abolished, and one Law Clerk position was moved from full time to part time status. In addition, an internal promotion resulted in the creation of an administrative support position.

| PERFORMANCE MEASURES | FY2000 ACTUAL | FY2001 ACTUAL | FY2002 ACTUAL | FY2003 ESTIMATED | FY2004 PROJECTED |
|---|------------------|------------------|------------------|---------------------|---------------------|
| Office of Law | | | | | |
| Receipts from Forfeiture Cases | \$477,138 | \$599,869 | \$412,385 | \$215,000 | \$190,000* |
| Code Enforcement Cases | 1,300 | 1,267 | 1,165 | 1,200 | 1,200 |
| Personnel Board Cases | 190 | 102 | 149 | 75 | 68** |
| County Legislation (Draft and/or Review) | 168 | 182 | 172 | 170 | 165 |
| Forfeiture Cases referred to Office of Law from Police Department | 207 | 222 | 159 | 108 | 105 |

Two factors explain the decline in receipts from forfeiture cases.

*Decreases in police stops, arrests and seizures, has resulted in a decline in the expected forfeiture revenue for FY02-03. In addition, particularly large monetary cases have been transferred to the Federal Government pursuant to Narcotics Enforcement Division instructions. In FY01 only 19 cases were transferred to the Federal Government, in FY02 at least 30 cases will be transferred and the FY03 projected case transfer is expected to exceed 30.

** Recent changes in personnel laws have eliminated appeal rights by applicants for County employment. This will reduce the Personnel Board's overall caseload.

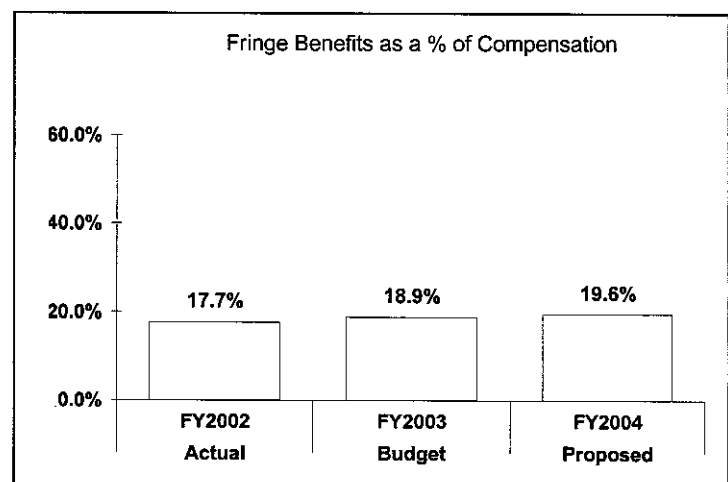
| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 3,124,919 | \$ 3,486,200 | \$ 3,377,400 | \$ 3,516,400 | 0.9% |
| Fringe Benefits | 552,978 | 657,500 | 620,600 | 689,200 | 4.8% |
| Operating Expenses | 341,560 | 425,400 | 417,200 | 420,700 | -1.1% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| | \$ 4,019,457 | \$ 4,569,100 | \$ 4,415,200 | \$ 4,626,300 | 1.3% |
| Recoveries | (1,302,759) | (1,316,400) | (1,316,400) | (1,374,500) | 4.4% |
| TOTAL | \$ 2,716,698 | \$ 3,252,700 | \$ 3,098,800 | \$ 3,251,800 | 0% |
| STAFF | | | | | |
| Full Time - Civilian | - | 55 | - | 54 | -1.8% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 1 | 100% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

Compensation includes funding for annualized merit increases. Salary lapse equivalent to the value of one attorney position has been included in FY2004.

Operating Expenses were reduced slightly from FY 2003. Primarily, the Office of Law modified its agreement with the County's Fleet Management Program. The agency rents vehicles from the motor pool as needed rather than pay maintenance fees for purchased vehicles assigned to the Office of Law.

The Office of Law continues to recover for expenses incurred on behalf of the Department of Social Services, the Health Department, the Washington Suburban Transit Commission, the Department of Public Works and Transportation, the Fire Department, the Office of Central Services, and the Risk Management Fund. In addition, the Office will recover the cost of an Attorney assigned to provide legal assistance to the Police Reform Group.

| MAJOR OPERATING EXPENDITURES FY2004 | |
|--|------------|
| Office Automation | \$ 190,600 |
| General and Administrative Contracts | \$ 70,800 |
| Training | \$ 33,500 |
| Telephones | \$ 29,000 |
| Printing and Reproduction | \$ 26,500 |

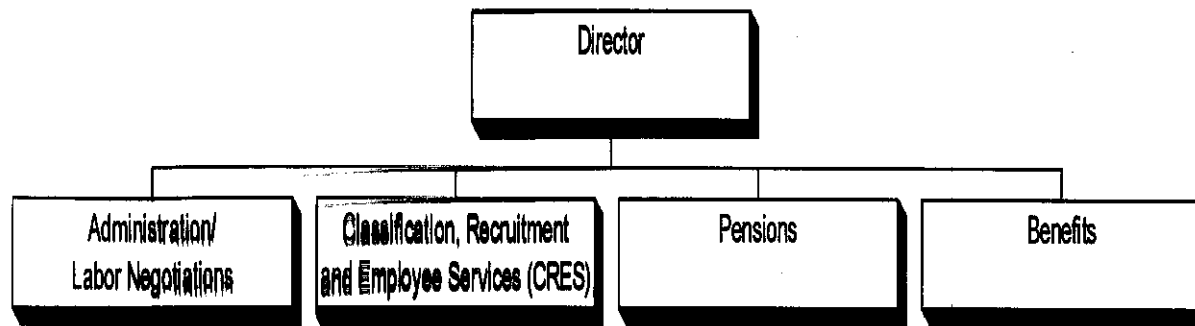


OFFICE OF PERSONNEL AND LABOR RELATIONS - 22

MISSION

The Office of Personnel and Labor Relations is dedicated to providing a comprehensive human resources system that meets legal requirements, is professionally sound and satisfies the needs of management, employees, and the public.

ORGANIZATION CHART



DESCRIPTION OF SERVICES

- Develops programs, issues procedures, and provides the mechanisms through which the personnel policies and functions established by the Charter and by County law are administered.
- Administers programs for employee recruitment, examination and selection, and for position classification and pay administration.
- Develops and manages programs for employee development, training and counseling, and facilitates the County's affirmative action plan.
- Investigates adverse actions and grievances filed by non-union employees.
- Processes and maintains personnel records for all County employees.
- Administers pension programs for police, fire, sheriff and corrections employees, and coordinates pension program participation of over 3,000 employees in the State of Maryland Pension and Retirement System.
- Administers health and life insurance benefit programs for employees, including the multiple options of Beneflex.
- Administers deferred compensation, unemployment compensation and disability leave.
- Represents the County Executive in all labor relations matters, including collective bargaining, representation and arbitration hearings, and unfair labor practice proceedings; counsels the County Executive on labor relations policy matters and effectuates labor policy as established by the County Executive.

FY2003 HIGHLIGHTS

- Commenced collective bargaining for 15 new agreements and pay plans.
- Drafted new procedures to implement provisions of CB-22-2000, a comprehensive Personnel Law Reform bill passed in December of 2000.
- Implemented increased co-payments and added deductibles for the County self-insured health insurance program in order to maintain the fiscal integrity of the Life/Health fund.
- Initiated a supplemental military pay and leave bank program for employees called to active duty from the Reserves or National Guard.
- Continued the third year of the Public Management Internship program that recruits recent graduates of Master's degree programs.
- Continued the partnership with Prince George's County Community College to provide management and customer service training.
- Successfully recruited candidates for public safety positions through the use of targeted recruitment and coordination of background investigations.
- Participated in a number of job fairs in order to expand the potential labor market for Prince George's County and disseminate information about job opportunities in Prince George's County.
- Continued on-line recruitment to expand the market of prospective candidates.
- Initiated on-line testing of correctional officers.

FY2004 OVERVIEW

The Office of Personnel and Labor Relations will continue to advise the County Executive on human resource and labor issues and to be responsive to the needs of the County's residents and citizens. The Office will also assist in the transition of the new administration and will adapt programs and functions according to newly-stated priorities.

Recruitment will continue to be an important activity. Major emphasis will be placed on responding to community needs and reaching out to community groups. The office will also examine the recruitment materials and agency literature to determine what alternate languages should be used when distributing public materials.

The Office will implement collective bargaining agreements, continuing its efforts to maintain good labor-management relations among the various unions.

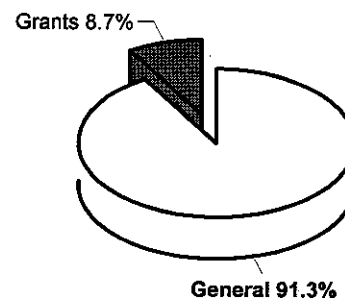
The Office plans to automate some of the enrollment functions in the Benefits Division that are currently done manually.

The office's budget decreased slightly less than 2% from the prior fiscal year. Compensation was held at a constant as OPLR had a net decrease of one position from FY2003 levels. Operating expenses were curtailed by 10% as the several accounts were trimmed for FY2004. These reductions helped to counterbalance the increased costs to fringe benefits.

| | | FY2002 ACTUAL | | FY2003 BUDGET | | FY2003 ESTIMATED | | FY2004 PROPOSED | | CHANGE FY2003-FY2004 |
|---|----|------------------|----|------------------|----|---------------------|----|--------------------|--|-------------------------|
| TOTAL EXPENDITURES | \$ | 3,851,805 | \$ | 3,993,400 | \$ | 3,991,300 | \$ | 3,844,400 | | -3.7% |
| EXPENDITURE DETAIL | | | | | | | | | | |
| Administration | | 1,648,841 | | 1,588,100 | | 1,619,700 | | 1,566,300 | | -1.4% |
| Classification, Recruit., & Employee Svs. | | 1,600,010 | | 1,754,300 | | 1,719,800 | | 1,733,000 | | -1.2% |
| Pensions | | 626,961 | | 574,600 | | 575,200 | | 607,900 | | 5.8% |
| Benefits | | 642,468 | | 663,200 | | 659,600 | | 668,900 | | 0.9% |
| Grants | | 334,646 | | 420,600 | | 424,400 | | 332,900 | | -20.9% |
| Recoveries | | (1,001,121) | | (1,007,400) | | (1,007,400) | | (1,064,600) | | 5.7% |
| TOTAL | \$ | 3,851,805 | \$ | 3,993,400 | \$ | 3,991,300 | \$ | 3,844,400 | | -3.7% |
| SOURCES OF FUNDS | | | | | | | | | | |
| General Fund | \$ | 3,517,159 | \$ | 3,572,800 | \$ | 3,566,900 | \$ | 3,511,500 | | -1.7% |
| Other County Operating Funds: | | | | | | | | | | |
| Grants | | 334,646 | | 420,600 | | 424,400 | | 332,900 | | -20.9% |
| TOTAL | \$ | 3,851,805 | \$ | 3,993,400 | \$ | 3,991,300 | \$ | 3,844,400 | | -3.7% |

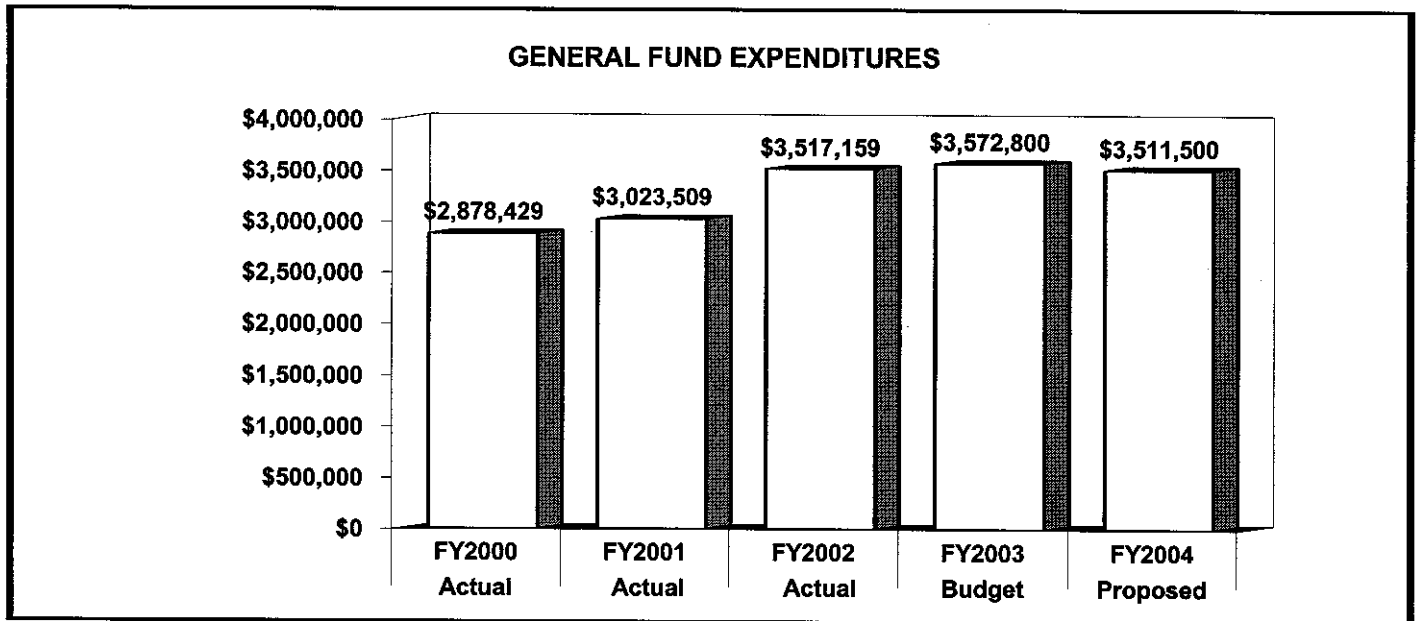
FY2004 SOURCES OF FUNDS

The Office of Personnel and Labor Relations is primarily supported by the General Fund. Its Senior Aide Employment Program is supported by Grant funds.

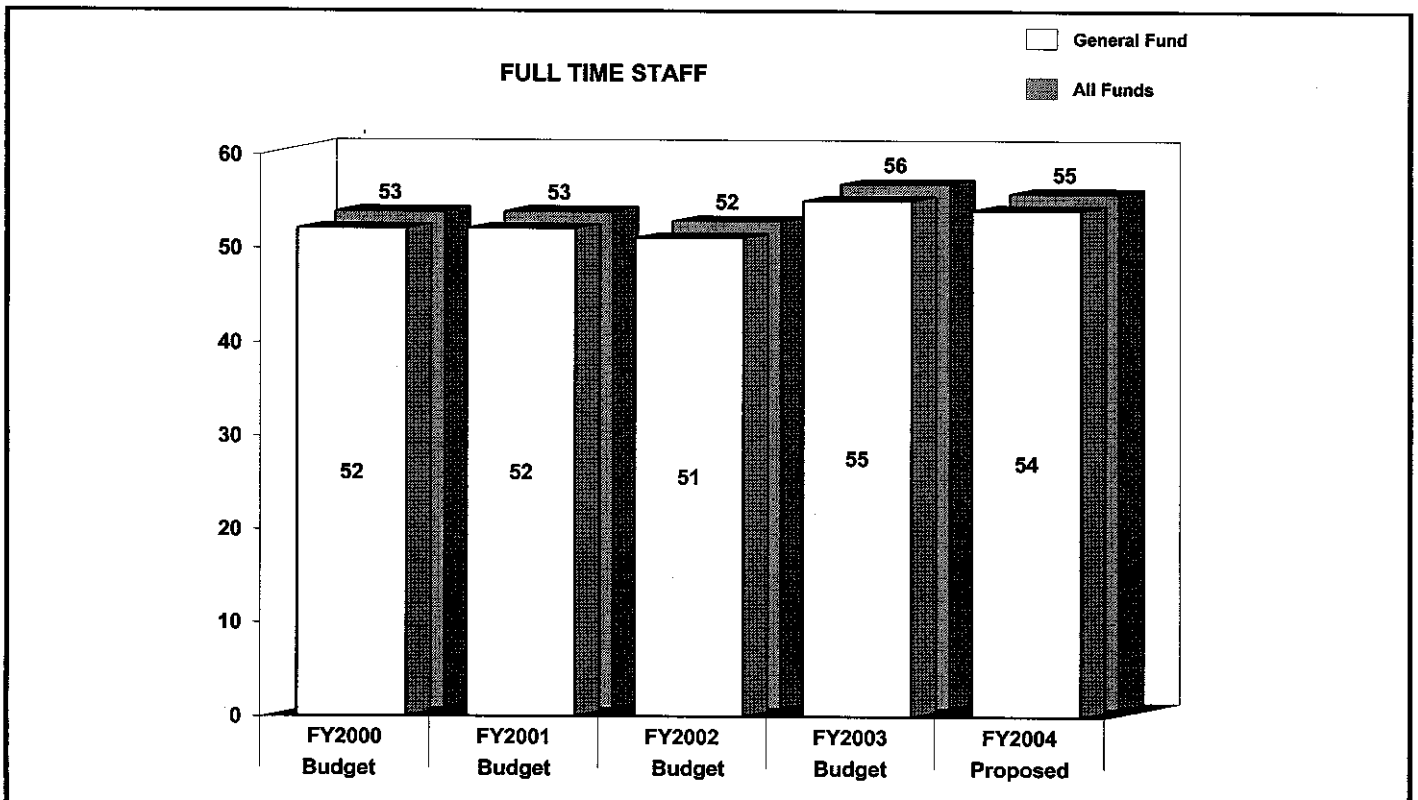


| | FY2002 BUDGET | FY2003 BUDGET | FY2004 PROPOSED | CHANGE FY2003- FY2004 |
|---------------------------|------------------|------------------|--------------------|-----------------------------|
| GENERAL FUND STAFF | | | | |
| Full Time - Civilian | 51 | 55 | 54 | -1 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 3 | 3 | 2 | -1 |
| Limited Term Grant Funded | 0 | 0 | 0 | 0 |
| OTHER STAFF | | | | |
| Full Time - Civilian | 1 | 1 | 1 | 0 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 80 | 80 | 80 | 0 |
| Limited Term Grant Funded | 3 | 2 | 0 | -2 |
| TOTAL | | | | |
| Full Time - Civilian | 52 | 56 | 55 | -1 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 83 | 83 | 82 | -1 |
| Limited Term | 3 | 2 | 0 | -2 |

| POSITIONS BY CATEGORY | FULL TIME | PART TIME | LIMITED TERM |
|----------------------------|--------------|--------------|-----------------|
| Director | 1 | 0 | 0 |
| Deputy Director | 2 | 0 | 0 |
| Managers | 2 | 0 | 0 |
| Personnel Analysts | 25 | 1 | 0 |
| Personnel Aides | 10 | 0 | 0 |
| Administrative Assistants | 4 | 0 | 0 |
| Administrative Support | 6 | 1 | 0 |
| Senior Aide | 1 | 80 | 0 |
| Administrative Specialists | 2 | 0 | 0 |
| Public Service Aide | 2 | 0 | 0 |
| TOTAL | 55 | 82 | 0 |



Expenditures decreased by 1.7% from FY2003. Three positions were eliminated, and several accounts in operating expenses were reduced. The FY2004 budget continues to support the Public Safety Recruiting Unit and the Public Management Internship Program.



In FY2004, three positions were abolished: two Personnel Analysts and an Administrative Specialist. The office converted one part time position, a public service aide, to full time status. Also, a position for the County's Chief Labor Negotiator was added to the staffing complement.

| PERFORMANCE MEASURES | FY2000 ACTUAL | FY2001 ACTUAL | FY2002 ACTUAL | FY2003 ESTIMATED | FY2004 PROJECTED |
|--|---------------|---------------|---------------|------------------|------------------|
| Administration/Labor Relations | | | | | |
| Labor Agreements | 13 | 15 | 14 | 14 | 16 |
| Negotiated/Renegotiated | | | | | |
| Labor Agreements Arbitrated | - | 1 | - | - | - |
| Grievances Heard by Labor | 10 | 12 | 15 | 20 | 15 |
| Manager/Employee Services | | | | | |
| Classification/Recruitment | | | | | |
| Employment Applications Received | 8,361 | 15,450* | 20,652* | 28,815* | 32,268* |
| Number of Classification/Recruitment | 2,466 | 2,500 | 2,650 | 2,700 | 2,700 |
| Actions Processed | | | | | |
| Examinations Developed/Job | 160 | 160 | 255 | 280 | 308 |
| Announcements | | | | | |
| Employment Physicals Requested | N/A | N/A | 200 | 210 | 210 |
| Certificates Issued | N/A | N/A | 200 | 220 | 240 |
| Applicants Counseled | N/A | N/A | 820 | 900 | 990 |
| <div> * These numbers reflect the Public Safety recruitment centralization within Classification and Recruitment. </div> | | | | | |
| Employee Services Division | | | | | |
| Number of Training Classes Conducted | 350 | 161 | 221 | 250* | 250* |
| Number of Training Participants | 6,605 | 2,258 | 2,696 | 5,000* | 5,000* |
| New Employees Processed | 500 | 611 | 861 | 812 | 860 |
| Number of Personnel Actions Processed | 13,780 | 20,180 | 24,869 | 21,180 | 35,440** |
| Number of Employee Incentive/Service Awards | 3,280 | 2,704 | 3,104 | 2,929 | 3,222 |
| Number of Policy Inquiries and Actions | 2,340 | 2,865 | 3,264 | 3,743 | 4,117 |
| Unemployment Compensation Claims | 90 | 94 | 97 | 100 | 98 |
| <div> * Assumes new training in performance management and health information privacy (Health Insurance Portability and Accountability Act - HIPAA). ** Increased based on number of actions processed over the past six months and with the anticipation this will continue in FY2004 with administrative changes. </div> | | | | | |

| PERFORMANCE MEASURES | FY2000 ACTUAL | FY2001 ACTUAL | FY2002 ACTUAL | FY2003 ESTIMATED | FY2004 PROJECTED |
|--|---------------|---------------|---------------|------------------|------------------|
| Benefits | | | | | |
| Health Benefit Enrollment in All Plans | 21,825 | 24,617 | 24,796 | 25,169 | 25,924* |
| Benefit Counseling Sessions | 3,750 | 6,756** | 3,170 | 3,227 | 3,200 |
| <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>* Reflects changes made in the last open enrollment period.</p> <p>** Increase due to requirement that all employees and retirees complete new enrollment forms.</p> </div> | | | | | |
| Senior Aide Program | | | | | |
| National Senior Citizens Education and Research Center Job Placement Goals | 15 | 17 | 20 | 17 | 17 |
| Unsubsidized Placements | 44 | 30 | 30 | 22 | 22 |
| Number of Intake/Certifications | 51 | 50 | 60 | 60 | 66 |
| Number of Counseling Sessions | 132 | 125 | 135 | 135 | 148 |
| Number of Applications | 175 | 200 | 210 | 210 | 220 |
| Pensions | | | | | |
| Retirements Processed (Public Safety, LOSAP, MD State) | 223 | 164 | 259 | 270 | 275 |
| Deferred Compensation Enrollments | 3,225 | 3,450 | 3,600 | 3,600 | 3,600 |
| Medical Advisory Board Cases | 193 | 145 | 168 | 200 | 200 |
| Disability Leave Requests Processed | 967 | 831 | 930 | 975 | 980 |
| Maryland State Forms Processed (prior military service adjustments, Notary Public request) | 1,291 | 1,423 | 1,480 | 1,500 | 1,550 |

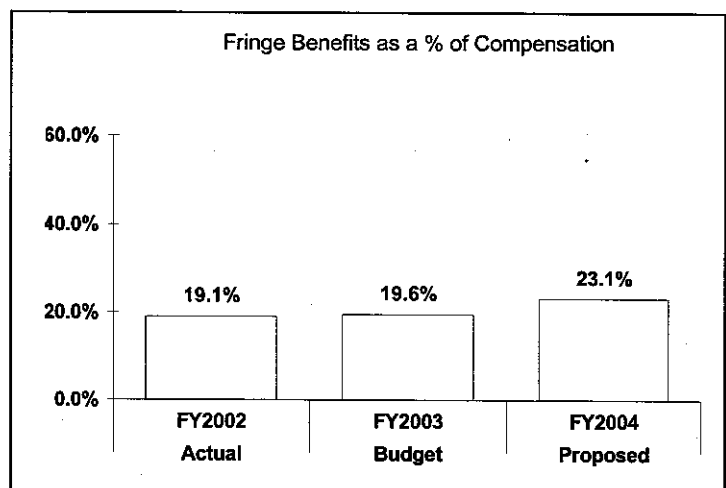
| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 3,350,690 | \$ 3,372,700 | \$ 3,361,300 | \$ 3,317,800 | -1.6% |
| Fringe Benefits | 638,849 | 661,400 | 669,600 | 767,700 | 16.1% |
| Operating Expenses | 528,741 | 546,100 | 543,400 | 490,600 | -10.2% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| | \$ 4,518,280 | \$ 4,580,200 | \$ 4,574,300 | \$ 4,576,100 | -0.1% |
| Recoveries | (1,001,121) | (1,007,400) | (1,007,400) | (1,064,600) | 5.7% |
| TOTAL | \$ 3,517,159 | \$ 3,572,800 | \$ 3,566,900 | \$ 3,511,500 | -1.7% |
| STAFF | | | | | |
| Full Time - Civilian | - | 55 | - | 54 | -1.8% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 3 | - | 2 | -33.3% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

Compensation is provided for 54 full time employees and two part time employees. Annualized merit increases are included as well.

Operating Expenses were reduced by 10% from FY2003. Cost savings were achieved by reducing the training, printing, and telephone accounts. Also, County matching funds for the Senior Aide Grant were lowered to \$60,000. However, funds still maintain the Public Management Internship Program, office automation, and the Public Safety Recruiting Unit.

OPLR continues to recover from the County's self-insurance fund and pension trust fund.

| MAJOR OPERATING EXPENDITURES | |
|--------------------------------------|------------|
| FY2004 | |
| Office Automation | \$ 238,200 |
| Interfund Transfers | \$ 60,000 |
| General and Administrative Contracts | \$ 58,500 |
| Telephones | \$ 39,200 |
| Printing and Reproduction | \$ 36,500 |



ADMINISTRATION - 01

The Administration Division provides centralized coordination, policy guidance and administrative support for the operating programs of the office. It negotiates and administers the County's labor agreements and serves as the County's liaison to organized labor.

This Division also advises the County Executive, the County Council and County agencies on personnel policy, employment law, and the administration of collective bargaining agreements.

Another function of the Division is to administer the Public Employee Relations Board (PERB) and the Wage Determination Board, the latter of which seeks to ensure appropriate wages are paid to grant-funded construction projects.

The Administration Division oversees the implementation of special initiatives to enhance the professionalism of County employees. One such initiative is the Public Management Internship Program, which recruits into County government recent Master's level graduates of public administration programs. Another initiative is the Senior Training and Employment Program (STEP), which receives funding from the Department of Labor and the Workforce Services Corporation.

Finally, this Division oversees the Applicant Investigation Group (AIG) that conducts background screening for all public safety applicants - police, fire, corrections, and sheriff.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 1,059,873 | \$ 1,010,300 | \$ 1,056,000 | \$ 982,300 | -2.8% |
| Fringe Benefits | 200,334 | 210,600 | 194,800 | 238,300 | 13.2% |
| Operating Expenses | 388,634 | 367,200 | 368,900 | 345,700 | -5.9% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 1,648,841 | \$ 1,588,100 | \$ 1,619,700 | \$ 1,566,300 | -1.4% |
| Recoveries | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$ 1,648,841 | \$ 1,588,100 | \$ 1,619,700 | \$ 1,566,300 | -1.4% |
| STAFF | | | | | |
| Full Time - Civilian | - | 13 | - | 14 | 7.7% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 1 | - | 1 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

CLASSIFICATION, RECRUIT., & EMPLOYEE SVS. - 02

This Division oversees the recruitment of prospective employees for the County workforce and provides career development, training and counseling for employees already in the workforce. In FY2002 the Division assumed responsibility for overseeing recruitment for all public safety agencies.

On the recruitment and classification side, the Division administers the merit-based employment program for hiring new applicants into the County workforce and has the responsibility for assigning appropriate classes of work for specific duties.

The Employee Services section oversees training, new employee orientation, incentive awards, grievance and complaint resolution, and development of policies and procedures. This Division maintains employee records in order to ensure accuracy and employee privacy.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 1,281,439 | \$ 1,415,400 | \$ 1,361,300 | \$ 1,376,700 | -2.7% |
| Fringe Benefits | 253,607 | 256,100 | 280,100 | 307,500 | 20.1% |
| Operating Expenses | 64,964 | 82,800 | 78,400 | 48,800 | -41.1% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 1,600,010 | \$ 1,754,300 | \$ 1,719,800 | \$ 1,733,000 | -1.2% |
| Recoveries | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$ 1,600,010 | \$ 1,754,300 | \$ 1,719,800 | \$ 1,733,000 | -1.2% |
| STAFF | | | | | |
| Full Time - Civilian | - | 25 | - | 24 | -4% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 2 | - | 1 | -50% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

PENSIONS - 05

The Pensions Division administers four public safety pension plans, seven supplemental pension plans, the length of service awards program for volunteer fire fighters and coordinates the County's participation in the Maryland State Retirement and Pension System. The Division oversees the Deferred Compensation Program with five investment management firms and provides financial planning and retirement seminars. The Division also manages the fitness for duty, disability leave and unemployment compensation programs.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|-------------------|-------------------|---------------------|--------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 490,972 | \$ 437,900 | \$ 438,500 | \$ 458,800 | 4.8% |
| Fringe Benefits | 100,497 | 93,800 | 93,800 | 106,200 | 13.2% |
| Operating Expenses | 35,492 | 42,900 | 42,900 | 42,900 | 0% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 626,961 | \$ 574,600 | \$ 575,200 | \$ 607,900 | 5.8% |
| Recoveries | (401,834) | (429,500) | (431,700) | (453,000) | 5.5% |
| TOTAL | \$ 225,127 | \$ 145,100 | \$ 143,500 | \$ 154,900 | 6.8% |
| STAFF | | | | | |
| Full Time - Civilian | - | 7 | - | 7 | 0% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

BENEFITS - 06

The Benefits Division administers all benefit programs for County employees and retirees. These programs include life and health insurance, accidental death insurance, long-term disability, flexible spending accounts and employee assistance/wellness programs. The Division manages two Health Maintenance Organization Plans, one Point of Service Plan, two dental plans, one prescription plan and one vision plan. Finally, the Division monitors the student verification process and issues COBRA notification for continuation of benefit coverage.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|-------------------|-------------------|---------------------|--------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 518,406 | \$ 509,100 | \$ 505,500 | \$ 500,000 | -1.8% |
| Fringe Benefits | 84,411 | 100,900 | 100,900 | 115,700 | 14.7% |
| Operating Expenses | 39,651 | 53,200 | 53,200 | 53,200 | 0% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 642,468 | \$ 663,200 | \$ 659,600 | \$ 668,900 | 0.9% |
| Recoveries | (599,287) | (577,900) | (575,700) | (611,600) | 5.8% |
| TOTAL | \$ 43,181 | \$ 85,300 | \$ 83,900 | \$ 57,300 | -32.8% |
| STAFF | | | | | |
| Full Time - Civilian | - | 10 | - | 9 | -10% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

OFFICE OF PERSONNEL AND LABOR RELATIONS - 22

GRANTS

| | FY2002 ACTUAL | FY2003 APPROVED | FY2003 ESTIMATE | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|-------------------|--------------------|--------------------|--------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 361,196 | \$ 443,500 | \$ 445,300 | \$ 351,900 | -20.7% |
| Fringe Benefits | 23,300 | 39,200 | 41,200 | 36,800 | -6.1% |
| Operating Expenses | 2,650 | 4,200 | 4,200 | 4,200 | 0.0% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0.0% |
| <i>Sub-Total</i> | \$ 387,146 | \$ 486,900 | \$ 490,700 | \$ 392,900 | -19.3% |
| Recoveries | (52,500) | (66,300) | (66,300) | (60,000) | -9.5% |
| TOTAL | \$ 334,646 | \$ 420,600 | \$ 424,400 | \$ 332,900 | -20.9% |

The Office of Personnel and Labor Relations administers a transition employment and on-the-job training program for persons ages 55 and older. In addition to on-the-job training, the Senior Aides Program provides formal classroom training and support services to assist seniors with entering or reentering the workforce and obtaining unsubsidized employment. The program requires County matching funds of at least 10%.

| | FT | FY2003 PT | LTGF | FT | FY2004 PT | LTGF |
|-------------------------|----|--------------|------|----|--------------|------|
| POSITION SUMMARY | | | | | | |
| AGENCY TOTAL | 1 | 80 | 2 | 1 | 80 | 0 |

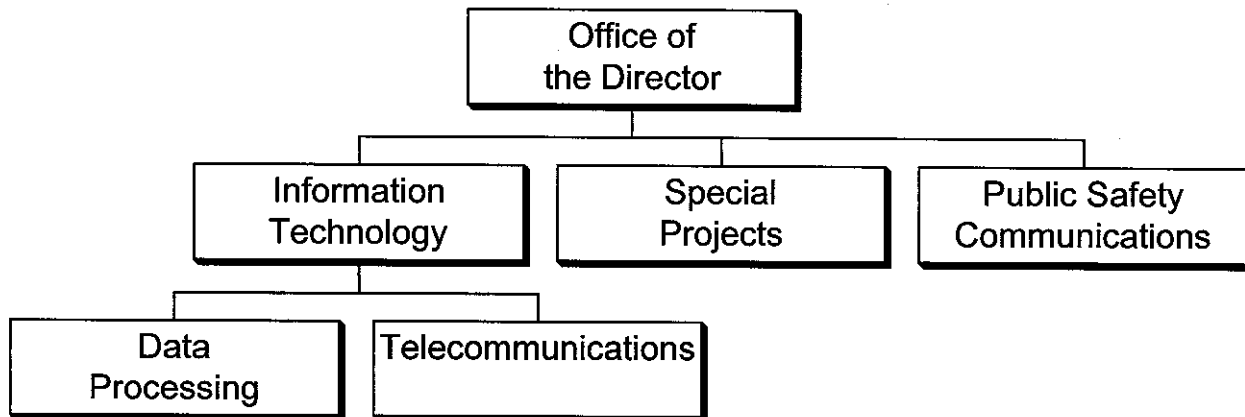
| GRANT PROGRAM | FY2002 ACTUAL | FY2003 APPROVED | FY2003 ESTIMATE | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|--|-------------------|--------------------|--------------------|--------------------|-------------------------|
| Senior Aide Employment Program | \$ 334,646 | \$ 389,900 | \$ 393,700 | \$ 332,900 | -14.6% |
| Workforce Services Corporation | 0 | 30,700 | 30,700 | - | -100.0% |
| <i>Subtotal**</i> | \$ 334,646 | \$ 420,600 | \$ 424,400 | \$ 332,900 | -20.9% |
| County Contribution | 52,500 | 66,300 | 66,300 | 60,000 | -9.5% |
| TOTAL GRANTS SPENDING | \$ 387,146 | \$ 486,900 | \$ 490,700 | \$ 392,900 | -19.3% |
| **Spending totals do not include County cash transferred from the General Fund as a grant revenue | | | | | |

OFFICE OF INFORMATION TECHNOLOGY AND COMMUNICATIONS - 23

MISSION

The mission of the Office of Information Technology and Communications is to maintain an effective and efficient information and communication system in the County.

ORGANIZATION CHART



DESCRIPTION OF SERVICES

- Develops programs, issues procedures, and provides the mechanisms for administration of technology policies and functions established by the County Executive and by County law.
- Maintains the County's voice and data communications networks.
- Develops information technology systems for County agencies.
- Operates the 911 call center and dispatch center for Police, Fire/EMS and Sheriff units.
- Manages the contract and provides performance oversight for the County's data processing vendor.
- Manages operation of the County's Information Technology Internal Service Fund.
- Monitors the County's cable television franchisees, to ensure County citizens are receiving the highest level of cable service available and that the provider is in compliance with the cable agreement.
- Manages the County's Website
- Provide for Geographical Information Systems (GIS) implementation and support

FY2003 HIGHLIGHTS

- The Office of Information Technology and Communications (OITC) provided the equipment and technical support required during the transition to a new County Executive, Legislative and Judicial branches of County government.
- The County's website was expanded to increase functionality, user friendliness and design. Developments include new and expanded interactive features such as the Law Library's online catalog, DER's segment called "Pets for Adoption" and DPW&T's site allowing users to report a community's need for road maintenance and weather-related cleaning. Moreover, online documents such as the County's Comprehensive Annual Financial Report (CAFR) and the FY2003 Operating Budget, were made available for public awareness.
- The Environmental Systems Research Institute (ESRI) awarded the County for creativity, innovation and excellence in implementation of GIS. The GIS unit also continued to support and expand the integration of GIS data with existing technology such as traffic cameras and emergency dispatch operations.
- The County maintained efforts to support the introduction of several Records Management Systems within law enforcement agencies. Once complete, these systems will allow more effective data sharing between individual agencies and the State of Maryland, thereby enhancing public safety within the County.
- The Public Safety Communications Division managed the Southside Radio equipment upgrade, thereby ensuring full radio coverage for the Police and Fire departments in the Route 210 corridor and the Baden area.
- OITC continued to perform audits of the County's network, systems, applications and infrastructure as a means of modernizing and maintaining quality in its administration of technology. Towards this end, the Technology Division implemented more advanced security, monitoring and management initiatives, as well as upgraded the technology infrastructure.
- FY2003 marked the first year of full technology administration by the County. Previously, a vendor was responsible for maintaining and operating the County's infrastructure, network, and inventory. During FY2003 however, the County introduced a unified governance strategy whereby internal control was taken for the management and direction of technology required to improve the County's current environment. Significant advances were made in areas such as enterprise services, mainframe program, security, and network management, customer service support and resource management.

FY2004 OVERVIEW

As part of an ongoing effort to maintain and update the County's inventory, the Technology Division will increase its replenishment of computer and peripheral equipment. Eventually, the replacement of stock will decrease the County's reliance on aging stock and technologies.

The County anticipates an increased capacity for the provision of online services to citizens, thereby increasing efficiency. Some anticipated services include online financial transactions and permits or licensing applications, as well as increased content management for the web site.

The County plans to expand on a pilot project whereby the charge back structure used to provide the support the Information Technology Internal Services Fund will be reviewed and possibly restructured for greater accuracy. It is hoped that potential changes will result in decreased financial reliance, by the Internal Service Fund, on the General Fund in the coming years.

Consistent with a continual effort to remain current with modern technological advances, OITC will complete the enterprise-wide implementation of Windows 2000 during FY2004. Furthermore, concurrent initiatives are planned

to increase the effectiveness and efficiency of County operations. These include an increase in the replacement of aging inventory and limited upgrades of systems, applications, programs or infrastructure.

OITC expects to achieve fuller implementation of its agreement with cable franchisees to construct competing fiber optic networks in the County. This project will connect public, educational and government facilities to an Institutional Network capable of high-speed Internet and other bandwidth-intensive applications. Data transmissions can potentially increase dramatically, increasing efficiency and allowing for more network-intensive solutions. Launched during FY2002, the County anticipates a progression towards Phase II of the INET project whereby services can be provided to external entities, upon the formation of an intergovernmental agreement. Potential beneficiaries of this project include the Board of Education, public libraries and municipalities within the County.

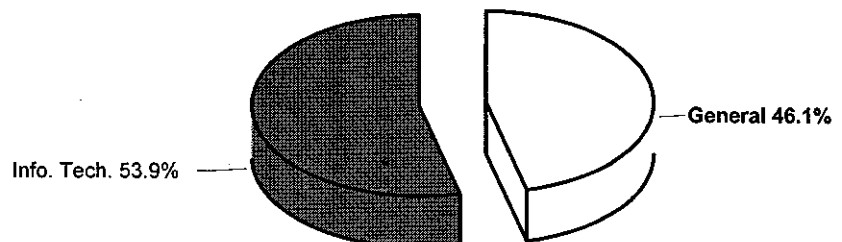
OFFICE OF INFORMATION TECHNOLOGY & COMMUNICATIONS - 23

FUNDS SUMMARY

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|--------------------------------------|------------------|------------------|---------------------|--------------------|-------------------------|
| TOTAL EXPENDITURES | \$ 33,301,032 | \$ 42,481,500 | \$ 35,018,200 | \$ 39,352,300 | -7.4% |
| EXPENDITURE DETAIL | | | | | |
| Administration | 6,653,583 | 8,492,200 | 5,199,100 | 6,197,200 | -27% |
| Public Safety Communications | 10,659,194 | 10,773,900 | 10,158,100 | 11,935,700 | 10.8% |
| Grants | 1,000,000 | 0 | 0 | 0 | 0% |
| Information Technology Fund | 15,453,565 | 23,215,400 | 19,661,000 | 21,219,400 | -8.6% |
| Recoveries | (465,310) | 0 | 0 | 0 | 0% |
| TOTAL | \$ 33,301,032 | \$ 42,481,500 | \$ 35,018,200 | \$ 39,352,300 | -7.4% |
| SOURCES OF FUNDS | | | | | |
| General Fund | \$ 17,312,777 | \$ 19,266,100 | \$ 15,357,200 | \$ 18,132,900 | -5.9% |
| Other County Operating Funds: | | | | | |
| Grants | 1,000,000 | 0 | 0 | 0 | 0% |
| Information Technology Fund | 14,988,255 | 23,215,400 | 19,661,000 | 21,219,400 | -8.6% |
| TOTAL | \$ 33,301,032 | \$ 42,481,500 | \$ 35,018,200 | \$ 39,352,300 | -7.4% |

FY2004 SOURCES OF FUNDS

Most Information Technology functions have been consolidated in the Information Technology Fund. The General Fund budget mainly funds the Public Safety Communications Division, including IT personnel in support of the 911 dispatch center. Additional funding sources are not anticipated for FY 2004.

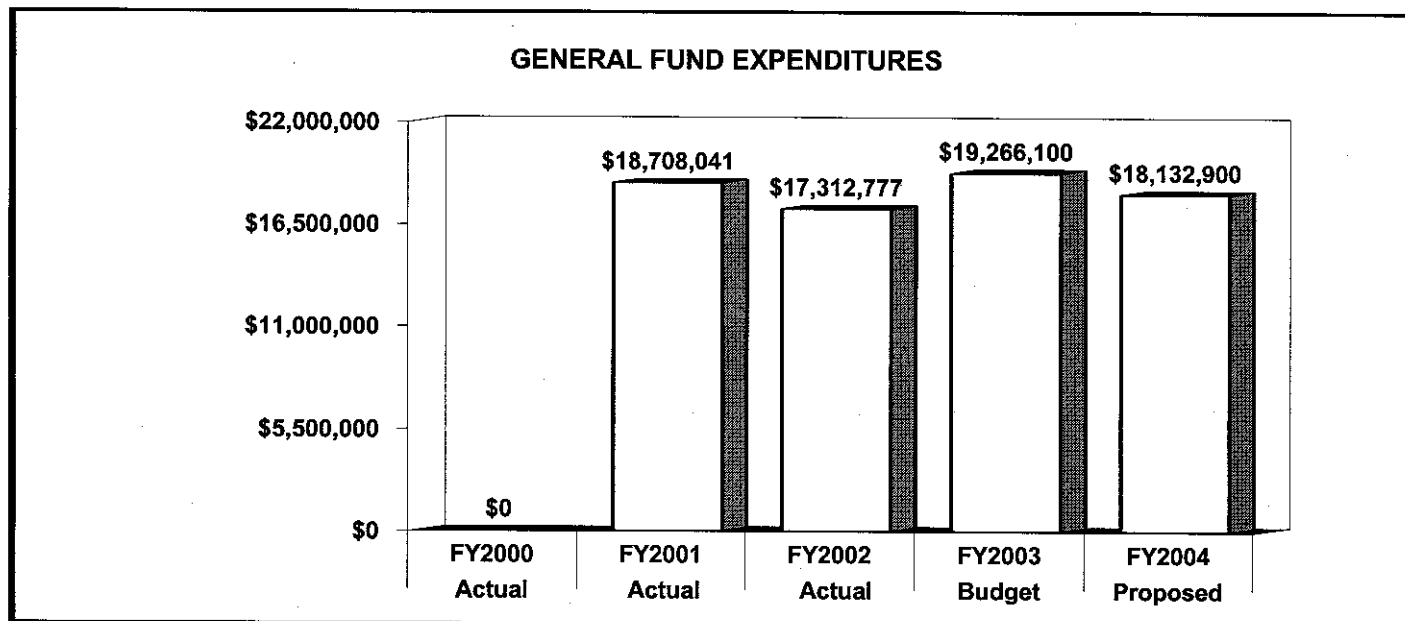


OFFICE OF INFORMATION TECHNOLOGY & COMMUNICATIONS - 23

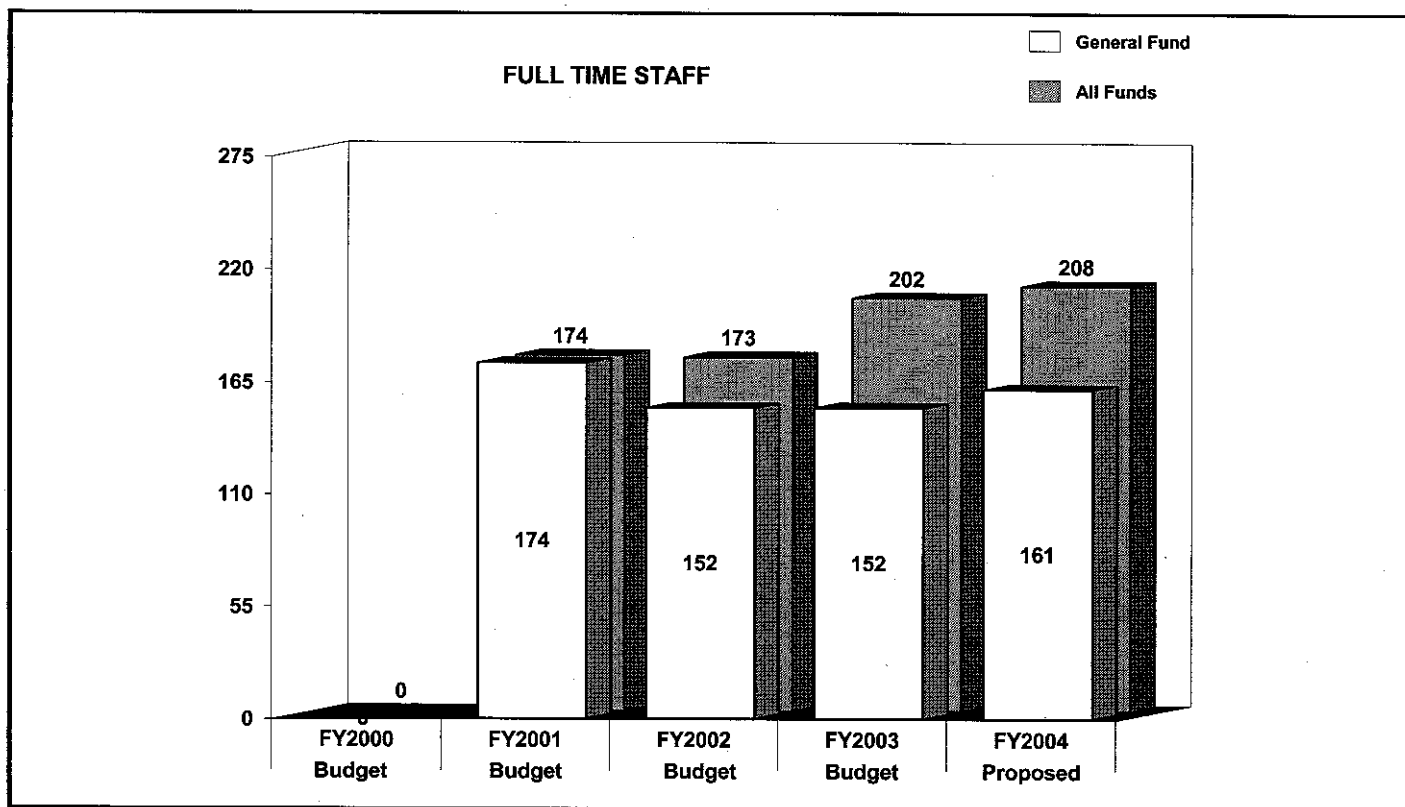
STAFF SUMMARY

| | FY2002 BUDGET | FY2003 BUDGET | FY2004 PROPOSED | CHANGE FY2003- FY2004 |
|---------------------------|------------------|------------------|--------------------|-----------------------------|
| GENERAL FUND STAFF | | | | |
| Full Time - Civilian | 152 | 152 | 161 | 9 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 0 | 1 | 1 | 0 |
| Limited Term Grant Funded | 0 | 0 | 0 | 0 |
| OTHER STAFF | | | | |
| Full Time - Civilian | 21 | 50 | 47 | -3 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 0 | 0 | 0 | 0 |
| Limited Term Grant Funded | 0 | 0 | 0 | 0 |
| TOTAL | | | | |
| Full Time - Civilian | 173 | 202 | 208 | 6 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 0 | 1 | 1 | 0 |
| Limited Term | 0 | 0 | 0 | 0 |

| POSITIONS BY CATEGORY | FULL TIME | PART TIME | LIMITED TERM |
|----------------------------------|--------------|--------------|-----------------|
| Director | 1 | 0 | 0 |
| Chief Technology Officer | 1 | 0 | 0 |
| Project Managers | 5 | 0 | 0 |
| Information Systems Coordinators | 18 | 0 | 0 |
| Communications Specialists | 4 | 0 | 0 |
| Administrative Assistants | 26 | 0 | 0 |
| Administrative Support | 11 | 1 | 0 |
| Emergency Dispatchers | 100 | 0 | 0 |
| Emergency Dispatch Aides | 39 | 0 | 0 |
| Emergency Dispatch Supervisor | 1 | 0 | 0 |
| Administrator | 1 | 0 | 0 |
| Associate Director | 1 | 0 | 0 |
| TOTAL | 208 | 1 | 0 |



The agency was first featured as a separate agency during FY 2001. The FY 2003 budget reflects efforts to enhance service levels via additional support to the Technology Division. FY 2004 budget reductions reflect less reliance on General Fund support by the Internal Service Fund.



In FY 2004, a realignment of staff highlights public safety personnel as well as administrative and technical personnel who support the Public Safety Communications Division. The Internal Service Fund continues to develop specialized personnel resources to support the agency and County-wide technology initiatives.

OFFICE OF INFORMATION TECHNOLOGY & COMMUNICATIONS - 23

PERFORMANCE MEASURES

| PERFORMANCE MEASURES | FY2000 ACTUAL | FY2001 ACTUAL | FY2002 ACTUAL | FY2003 ESTIMATED | FY2004 PROJECTED |
|--|---------------|---------------|---------------|------------------|------------------|
| Public Safety Communications | | | | | |
| Annual Call Volume | 988,890 | 1,190,071 | 1,250,493 | 1,289,246 | 1,353,708 |
| Annual Wireless Call Volume | NA | 240,025 | 304,537 | 313,794 | 398,518 |
| Incidents Dispatched to Police Dept | NA | 512,027 | 547,060 | 572,288 | 585,354 |
| Incidents Dispatched to Fire Dept | NA | 128,848 | 128,588 | 128,832 | 128,832 |
| Average Number of Call Takers Per 24 Hour Period | NA | 9 | 10 | 10 | 10 |
| Annual Alarm Call Volume | NA | 220,419 | 232,441 | 233,709 | 246,446 |
| <p>*Data is based on Calendar Years</p> <p>*The number of emergency calls increased from 820,700 in 2001 to 867,700 in 2002. The percentage of wireless calls received by the 9-1-1 center subsequently rose from 29% to 35% respectively. During 2001 and 2002, the number of non-emergency calls, remained stable, accounting for 19% of calls received by the Public Safety Communications center.</p> | | | | | |
| Information Technology | | | | | |
| Personal Computers on Network | 2,910 | 3,000 | 3,200 | 3,310 | 3,424 |
| Personal Computers not on Network | 98 | 50 | 45 | 35 | 35 |
| Mainframe Terminals | 223 | 150 | 100 | 75 | 75 |
| Email Server Availability | NA | NA | 99.4% | 99.52% | 99.52% |
| File and Print Server Availability | NA | NA | 98.7% | 99.76% | 99.76% |

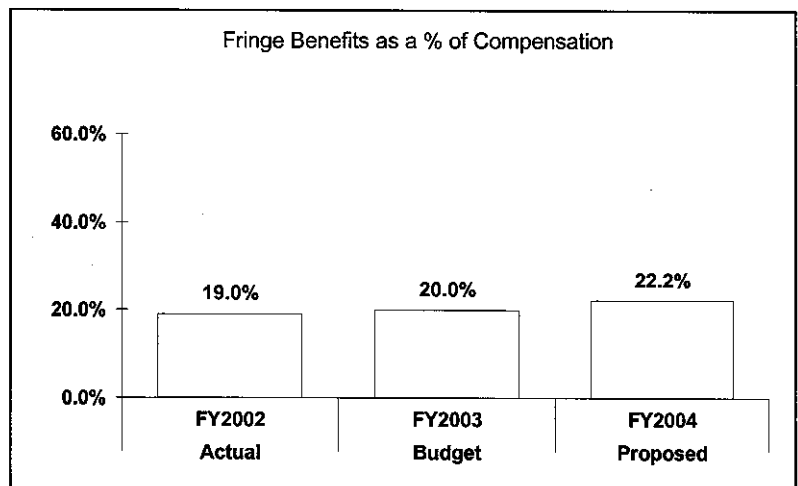
OFFICE OF INFORMATION TECHNOLOGY & COMMUNICATIONS - 23

GENERAL FUND

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|----------------------|----------------------|----------------------|----------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 7,429,096 | \$ 6,992,700 | \$ 7,324,500 | \$ 7,842,900 | 12.2% |
| Fringe Benefits | 1,413,554 | 1,395,100 | 1,586,500 | 1,739,600 | 24.7% |
| Operating Expenses | 8,470,127 | 10,878,300 | 6,446,200 | 8,550,400 | -21.4% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| | \$ 17,312,777 | \$ 19,266,100 | \$ 15,357,200 | \$ 18,132,900 | -5.9% |
| Recoveries | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$ 17,312,777 | \$ 19,266,100 | \$ 15,357,200 | \$ 18,132,900 | -5.9% |
| STAFF | | | | | |
| Full Time - Civilian | - | 152 | - | 161 | 5.9% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 1 | - | 1 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

In FY2004, operating expenses decreased by \$2.3 million or 21.4%, primarily due to a reduction in the Interfund Transfer to the Information Technology Internal Service Fund. The increase in compensation funding, 12.2%, results from merit increases, newly created positions and a staffing realignment that identifies specific support to the Public Safety Communications Division.

| MAJOR OPERATING EXPENDITURES FY2004 | |
|--|--------------|
| Interfund Transfers | \$ 5,989,000 |
| Telephones | \$ 1,171,900 |
| Data-Voice Communication | \$ 526,600 |
| Equipment-Repairs and Main. | \$ 274,500 |
| Office Automation | \$ 268,700 |



OFFICE OF INFORMATION TECHNOLOGY & COMMUNICATIONS - 23

GENERAL FUND

ADMINISTRATION - 01

The Administration Division is responsible for the general direction and management of the Office of Information Technology and Communications.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 338,235 | \$ 227,000 | \$ 262,400 | \$ 170,400 | -24.9% |
| Fringe Benefits | 70,527 | 45,300 | 52,300 | 37,800 | -16.6% |
| Operating Expenses | 6,244,821 | 8,219,900 | 4,884,400 | 5,989,000 | -27.1% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 6,653,583 | \$ 8,492,200 | \$ 5,199,100 | \$ 6,197,200 | -27% |
| Recoveries | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$ 6,653,583 | \$ 8,492,200 | \$ 5,199,100 | \$ 6,197,200 | -27% |
| STAFF | | | | | |
| Full Time - Civilian | - | 3 | - | 2 | -33.3% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

OFFICE OF INFORMATION TECHNOLOGY & COMMUNICATIONS - 23**GENERAL FUND****PUBLIC SAFETY COMMUNICATIONS - 04**

Public Safety Communications operates the 911 call center serving the police, fire and sheriff departments. This facility is operated non-stop, providing a central point of contact for all emergency service units, as well as the general public in need of assistance. The Division also supports radio communications within Prince George's County. For FY 2004, a reallocation of personnel between funds results in the increased positions to this Division.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|----------------------|----------------------|----------------------|----------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 7,090,861 | \$ 6,765,700 | \$ 7,062,100 | \$ 7,672,500 | 13.4% |
| Fringe Benefits | 1,343,027 | 1,349,800 | 1,534,200 | 1,701,800 | 26.1% |
| Operating Expenses | 2,225,306 | 2,658,400 | 1,561,800 | 2,561,400 | -3.6% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 10,659,194 | \$ 10,773,900 | \$ 10,158,100 | \$ 11,935,700 | 10.8% |
| Recoveries | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$ 10,659,194 | \$ 10,773,900 | \$ 10,158,100 | \$ 11,935,700 | 10.8% |
| STAFF | | | | | |
| Full Time - Civilian | - | 149 | - | 159 | 6.7% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 1 | - | 1 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

OFFICE OF INFORMATION TECHNOLOGY & COMMUNICATIONS - 23

OTHER FUNDS

INFORMATION TECHNOLOGY FUND

The Information Technology Internal Services Fund sustains a majority of technology-related services provided to the County. It monitors the cable franchise, and the data processing contract by which information technology services are provided through private vendors. Likewise, it manages and secures the County's data network, mainframe applications, local and wide area networks, and plans the replenishment of technology-related equipment for the County.

In 2004, budget reductions are caused by the reallocation of funding to other County areas as the resources needed for base operating costs, is expected to decrease.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|----------------------|----------------------|----------------------|----------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 1,206,382 | \$ 3,019,300 | \$ 2,482,100 | \$ 3,282,800 | 8.7% |
| Fringe Benefits | 187,372 | 581,500 | 552,300 | 586,300 | 0.8% |
| Operating Expenses | 14,059,811 | 19,614,600 | 16,339,000 | 17,350,300 | -11.5% |
| Capital Outlay | 0 | 0 | 287,600 | 0 | 0% |
| Sub-Total | \$ 15,453,565 | \$ 23,215,400 | \$ 19,661,000 | \$ 21,219,400 | -8.6% |
| Recoveries | (465,310) | 0 | 0 | 0 | 0% |
| TOTAL | \$ 14,988,255 | \$ 23,215,400 | \$ 19,661,000 | \$ 21,219,400 | -8.6% |
| STAFF | | | | | |
| Full Time - Civilian | - | 50 | - | 47 | -6% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

OFFICE OF INFORMATION TECHNOLOGY & COMMUNICATIONS - 23**FUND OPERATING SUMMARY****INFORMATION TECHNOLOGY INTERNAL SERVICE FUND - IS39**

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|---|----------------------|----------------------|----------------------|----------------------|-------------------------|
| BEGINNING FUND BALANCE | \$ 104,205 | \$ 104,205 | \$ 3,846,346 | \$ 3,023,346 | 2801.3% |
| REVENUES | | | | | |
| Agency Charges | \$ 13,010,142 | \$ 13,382,200 | \$ 13,001,500 | \$ 13,010,200 | -2.8% |
| Pager Rentals | 204,320 | 203,300 | 204,300 | 204,300 | 0.5% |
| Appropriated Fund Balance | 0 | 0 | 0 | 750,000 | 100% |
| Miscellaneous | 15,934 | 678,200 | 15,900 | 15,900 | -97.7% |
| Transfer from General Fund | 5,500,000 | 7,751,700 | 4,416,200 | 5,989,000 | -22.7% |
| INET Receipts | 0 | 1,200,000 | 1,200,000 | 500,000 | -58.3% |
| TOTAL REVENUES | \$ 18,730,396 | \$ 23,215,400 | \$ 18,837,900 | \$ 20,469,400 | -11.8% |
| EXPENDITURES | | | | | |
| Compensation | \$ 1,206,382 | \$ 3,019,300 | \$ 2,482,100 | \$ 3,282,800 | 8.7% |
| Fringe Benefits | 187,372 | 581,500 | 552,300 | 586,300 | 0.8% |
| Operating Expenses | 14,059,811 | 19,614,600 | 16,339,000 | 17,350,300 | -11.5% |
| Capital Outlay | 0 | 0 | 287,600 | 0 | 0% |
| Recoveries | (465,310) | 0 | 0 | 0 | 0% |
| TOTAL EXPENDITURES | \$ 14,988,255 | \$ 23,215,400 | \$ 19,661,000 | \$ 21,219,400 | -8.6% |
| EXCESS OF REVENUES OVER EXPENDITURES | \$ 3,742,141 | \$ 0 | \$ (823,100) | \$ (750,000) | 0% |
| OTHER ADJUSTMENTS | \$ 0 | \$ 0 | \$ 0 | \$ 0 | 0% |
| ENDING FUND BALANCE | \$ 3,846,346 | \$ 104,205 | \$ 3,023,346 | \$ 2,273,346 | 2081.6% |

OFFICE OF INFORMATION TECHNOLOGY
AND COMMUNICATIONS – 23

GRANTS

| | FY 2002 Actual | FY 2003 Budget | FY 2003 Estimate | FY 2004 Proposed |
|----------------------------|-------------------|-------------------|---------------------|---------------------|
| EXPENDITURE SUMMARY | | | | |
| Compensation | 0 | 0 | 0 | 0 |
| Fringe Benefits | 0 | 0 | 0 | 0 |
| Operating Expenses | 1,333,333 | 0 | 0 | 0 |
| Capital Outlay | 0 | | 0 | 0 |
| Sub-Total | 1,333,333 | 0 | 0 | 0 |
| Recoveries | -333,333 | 0 | 0 | 0 |
| TOTAL | 1,000,000 | 0 | 0 | 0 |

During FY 2002, the Office of Information Technology and Communications supported the introduction of a Records Management System for the Departments of Corrections, Fire/EMS and Police. These items serve to increase the effectiveness of public safety agencies by increasing the information shared between law enforcement entities and through an increased range of communications.

For FY 2002, the County provided its required match for the Records Management System Grant. When combined, the total available funding for grants was \$1.3 million.

| POSITION SUMMARY | FY 2003 | | FY2004 | |
|-------------------------|----------------|-----------|---------------|-----------|
| | FT | PT | FT | PT |
| TOTAL | 0 | 0 | 0 | 0 |

BOARD OF ELECTIONS - 25

MISSION

The Prince George's County Board of Elections is a State agency that is responsible for the conduct of Federal, State and County elections. The Board's mission is to ensure that all eligible County residents are able to cast a vote on election day and to ensure that the elections process is administered in a fair and ethical manner in accordance with Federal, State and County election laws.

DESCRIPTION OF SERVICES

- Ensures and provides all eligible residents with the opportunity to register and to vote.
- Conducts all Federal, State and Local elections held in Prince George's County regulated by Federal, State, and County laws.
- Supports all municipal elections within Prince George's County.

FY2003 HIGHLIGHTS

- The Board conducted the 2002 Primary and General Gubernatorial Elections.
- Through continuous registration, the Board registered and updated information for approximately 4,000 voters per month.
- The Board implemented a state-of-the-art, automated telephone system.
- The Board implemented a new electronic voting system, and carried out a massive public outreach program to educate County voters on the new electronic voting machines.
- The Board provided voter registration and Election Day support to municipalities.

FY2004 OVERVIEW

The Board will face the following challenges in FY2004:

- implementation of statewide voter registration system
- recruiting election judges and adequately training them to set-up the new electronic voting system
- municipal election support
- office and warehouse space

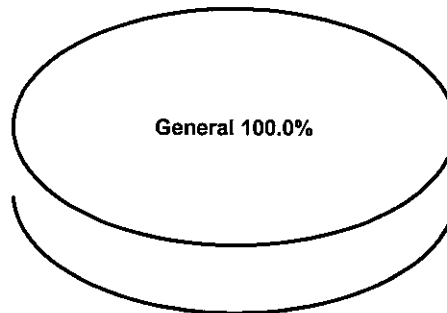
In order to effectively serve the electorate, the Board will continue to concentrate on:

- skill enhancement, training, and development of current staff
- education of the voting population

| | | FY2002 ACTUAL | | FY2003 BUDGET | | FY2003 ESTIMATED | | FY2004 PROPOSED | | CHANGE FY2003-FY2004 |
|-------------------------------|----|------------------|----|------------------|----|---------------------|----|--------------------|--|-------------------------|
| TOTAL EXPENDITURES | \$ | 1,459,562 | \$ | 2,259,500 | \$ | 2,627,200 | \$ | 1,726,900 | | -23.6% |
| EXPENDITURE DETAIL | | | | | | | | | | |
| Board Of Elections | | 1,459,562 | | 2,259,500 | | 2,627,200 | | 1,726,900 | | -23.6% |
| Recoveries | | 0 | | 0 | | 0 | | 0 | | 0% |
| TOTAL | \$ | 1,459,562 | \$ | 2,259,500 | \$ | 2,627,200 | \$ | 1,726,900 | | -23.6% |
| SOURCES OF FUNDS | | | | | | | | | | |
| General Fund | \$ | 1,459,562 | \$ | 2,259,500 | \$ | 2,627,200 | \$ | 1,726,900 | | -23.6% |
| Other County Operating Funds: | | | | | | | | | | |
| TOTAL | \$ | 1,459,562 | \$ | 2,259,500 | \$ | 2,627,200 | \$ | 1,726,900 | | -23.6% |

FY2004 SOURCES OF FUNDS

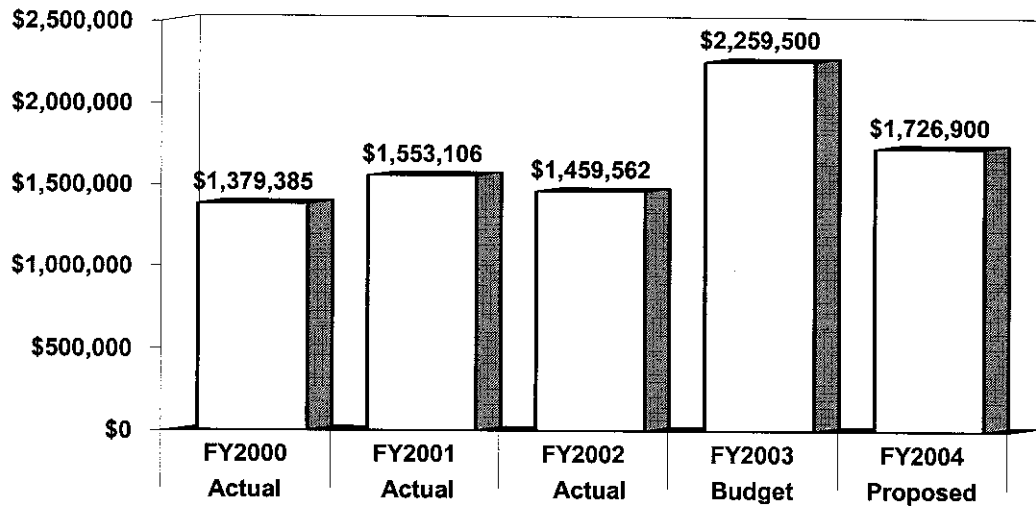
The Board of Elections is fully supported by the General Fund.



| | FY2002 BUDGET | FY2003 BUDGET | FY2004 PROPOSED | CHANGE FY2003- FY2004 |
|---------------------------|------------------|------------------|--------------------|-----------------------------|
| GENERAL FUND STAFF | | | | |
| Full Time - Civilian | 12 | 12 | 13 | 1 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 1 | 1 | 0 | -1 |
| Limited Term Grant Funded | 0 | 0 | 0 | 0 |
| OTHER STAFF | | | | |
| Full Time - Civilian | | | | |
| Full Time - Sworn | | | | |
| Part Time | | | | |
| Limited Term Grant Funded | | | | |
| TOTAL | | | | |
| Full Time - Civilian | 12 | 12 | 13 | 1 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 1 | 1 | 0 | -1 |
| Limited Term | 0 | 0 | 0 | 0 |

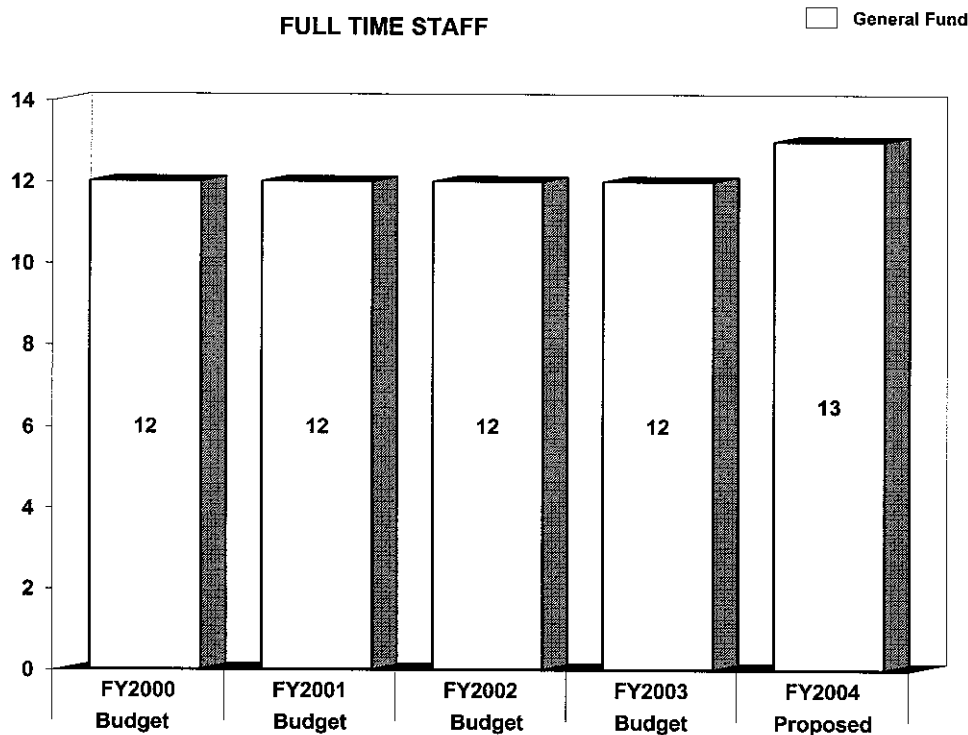
| POSITIONS BY CATEGORY | FULL TIME | PART TIME | LIMITED TERM |
|--------------------------|--------------|--------------|-----------------|
| Administrators | 1 | 0 | 0 |
| Registrars | 2 | 0 | 0 |
| Clerks | 3 | 0 | 0 |
| Data Entry Operators | 4 | 0 | 0 |
| Administrative Aide | 1 | 0 | 0 |
| Administrative Assistant | 1 | 0 | 0 |
| Systems Analyst | 1 | 0 | 0 |
| TOTAL | 13 | 0 | 0 |

GENERAL FUND EXPENDITURES



Agency expenditures fluctuate from year to year because of the four-year cycle of elections. For example, FY2004 is most comparable to FY2000 since this was the last year in which there was a Presidential election primary.

FULL TIME STAFF



The staffing at the Board has remained constant over time. However, during FY03 one change was made. The part-time clerk position was changed to a full-time position. The thirteen positions consist of an Administrator, an Assistant, two registrars, one administrative aide, three clerks, four data entry operators, and a systems analyst.

| PERFORMANCE MEASURES | FY2000 ACTUAL | FY2001 ACTUAL | FY2002 ACTUAL | FY2003 ESTIMATED | FY2004 PROJECTED |
|----------------------------|------------------|------------------|------------------|---------------------|---------------------|
| Board of Elections | | | | | |
| County-wide elections held | 1 | 1 | 0 | 2 | 1 |
| Total registered voters | 390,214 | 401,099 | 358,789 | 400,000 | 405,000 |
| Number of new voters | 22,735 | 11,000 | 12,000 | 13,000 | 15,000 |
| Mail registration | 10,107 | 4,730 | 4,816 | 5,590 | 1,405 |
| In-person registration | 532 | 220 | 240 | 260 | 600 |
| High school registration | 528 | 330 | 360 | 390 | 500 |
| MVA registration | 11,568 | 5,500 | 6,000 | 6,500 | 7,000 |
| Number of volunteers | 36 | 109 | 60 | 80 | 100 |
| Number of candidates | 13 | 9 | 150 | 10 | 0 |
| Special Elections held | 0 | 0 | 4 | 0 | 0 |

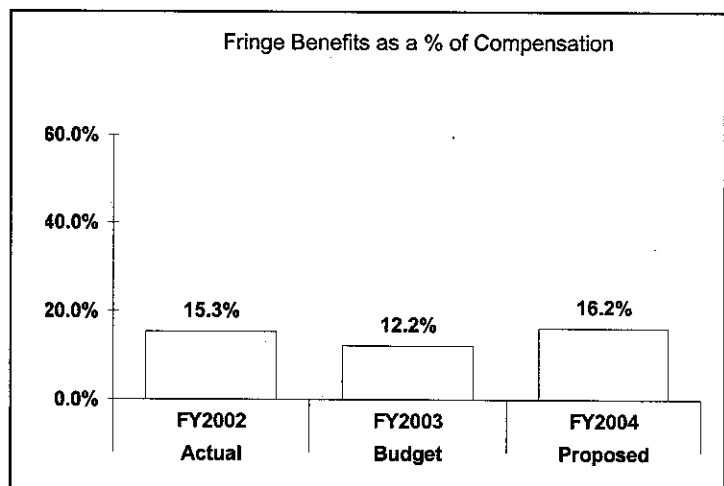
The reduction in the FY2004 projected number of registrations received by mail is due to the implementation of the state-wide voter registration system.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 895,852 | \$ 1,552,600 | \$ 1,763,700 | \$ 1,157,700 | -25.4% |
| Fringe Benefits | 137,492 | 188,800 | 214,500 | 187,000 | -1% |
| Operating Expenses | 381,257 | 518,100 | 649,000 | 382,200 | -26.2% |
| Capital Outlay | 44,961 | 0 | 0 | 0 | 0% |
| | \$ 1,459,562 | \$ 2,259,500 | \$ 2,627,200 | \$ 1,726,900 | -23.6% |
| Recoveries | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$ 1,459,562 | \$ 2,259,500 | \$ 2,627,200 | \$ 1,726,900 | -23.6% |
| STAFF | | | | | |
| Full Time - Civilian | - | 12 | - | 13 | 8.3% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 1 | - | 0 | -100% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

Compensation includes funding for thirteen full time positions as well as election judges and other temporary support staff necessary to operate the 2004 Presidential Primary.

FY2004 operating expenditures have decreased 26% because the Board of Elections will conduct only one election, the 2004 Presidential Primary. Specifically, reductions are in the areas of training, printing, and supplies.

| MAJOR OPERATING EXPENDITURES FY2004 | |
|--|------------|
| Office Automation | \$ 114,700 |
| Printing and Reproduction | \$ 58,100 |
| Telephones | \$ 54,500 |
| Training | \$ 51,900 |
| General and Administrative Contracts | \$ 45,300 |

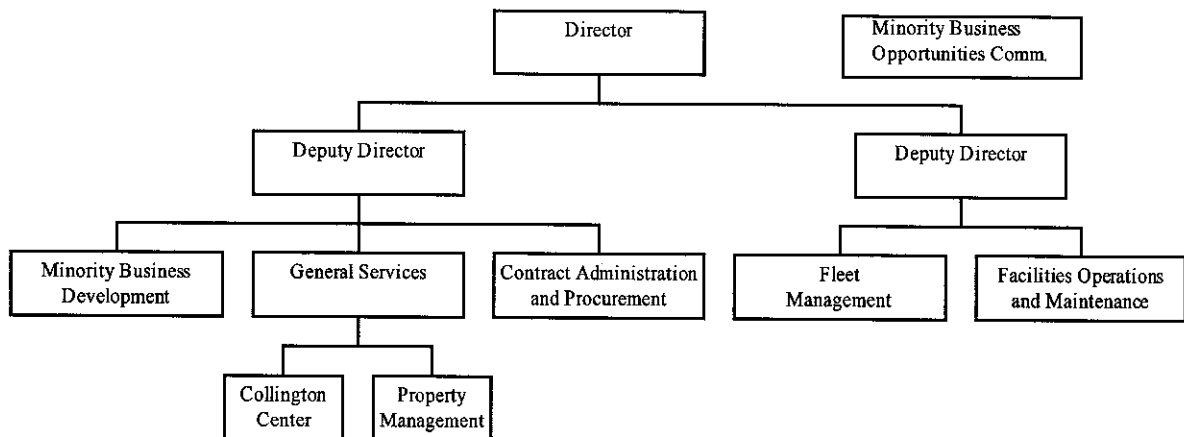


OFFICE OF CENTRAL SERVICES - 31

MISSION

The mission of the Office of Central Services (OCS) is to effectively and efficiently provide goods and services to County departments/agencies.

ORGANIZATION CHART



DESCRIPTION OF SERVICES

- Manages and directs the County's purchasing and procurement functions.
- Provides inventory control and manages warehouse operations.
- Provides maintenance and custodial support for County buildings.
- Provides operational and renovation services for County buildings.
- Administers vertical construction projects.
- Provides mail, messenger and courier services.
- Manages the County's vehicle fleet and maintains government sedans, public safety vehicles and various other vehicular equipment.
- Manages automated fuel sites.
- Provides high-speed reproduction services and convenience copiers.
- Oversees school construction projects.
- Manages the sale and acquisition of County real property.

FY2003 HIGHLIGHTS

In FY2002, the Office of Central Services focused on new technologies to promote operational efficiency. In FY2003, in addition to continuing those new initiatives, the Office focused on improvements through training – both internally and externally involving other County departments.

Specifically, the Office of Central Services

- Coordinated and sponsored a four-day training course on the County's automated purchasing system (GEAC);
- Facilitated revisions to the County's Fixed Assets Manual to incorporate current and accurate processes;
- Implemented a County-wide training program on current records maintenance and reporting procedure;
- Revised the manual of Procurement Directives, which formalizes the process and methods of completing procurement activities.

Further, with no major program changes in FY2003, basic operations continued, such as the in-house auctions of County surplus, confiscated and forfeited property, which were conducted quarterly using auction-certified County employees.

Moreover, the following construction and Fleet Management initiatives occurred this year:

- The College Park Garage was consolidated with the Central Vehicle Maintenance Facility in August 2002. The savings that will result from the consolidation are estimated at \$50,700 during FY2003 and \$70,000 in succeeding years.
- The Largo Motor Pool was consolidated with the Upper Marlboro Motor Pool.
- The Fleet Management Division, in cooperation with the General Services Division, will open the County's 20th automated fuel site at the new Bunker Hill Fire Station.
- The Fleet Management Division automated the existing fuel site and installed a gasoline tank at Fire Company No. 29.

The Fleet Management Division installed the most recent wireless technology for the automated fueling system's Vehicle Information Transmitter (VIT). This technology eliminates the current, high maintenance, wired system that was frequently out of service.

FY2004 OVERVIEW

The Office of Central Services' FY2004 Proposed Budget represents a decrease of less than one percent from the FY2003 adopted level. There are no major programmatic impacts. Compensation will grow slightly due to annualized merit and cost of living adjustments for general scale and union employees. This growth, however, has been partially offset with budgeted salary lapse.

Operating expenses will decrease by close to 8% in FY2004. The largest change will result from transferring the trash contract for County buildings to the Department of Environmental Resources' Solid Waste Management Fund.

In the Procurement Division, the Office will re-solicit and/or exercise extension options for 90% of Term Contract Awards for Requirements Contracts within 60 days of expiration, ensuring uninterrupted service. Also slated for FY2004, the Office will implement a Procurement Directive and Purchase Management training plan for agency users and management staff to facilitate communication of internal procedures and coordination in scheduling and accomplishing procurement tasks.

The Capital Plan for the Office of Central Services anticipates substantial completion of the Courthouse Duvall Wing renovation; completion of the design and beginning renovation of the original housing units at the Correctional Center, beginning the construction of Phase II at the Correctional Center .

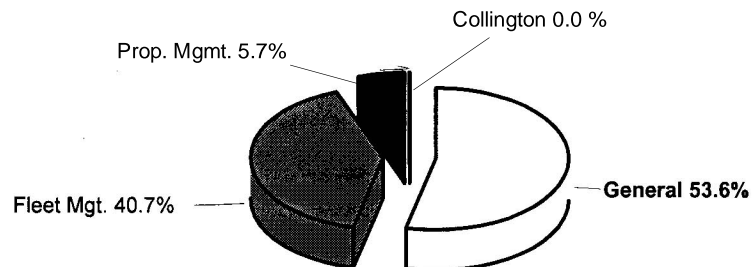
Moreover, the Office of Central Services has identified the following goals for the next fiscal year:

- The Fleet Management Division will develop a plan to install Vehicle Information Transmitters (VIT) on approximately 4,500 vehicles at a cost of approximately \$500,000.
- The Fleet Management Division will upgrade the County's 10-year-old automated fuel system.
- Identify minority businesses that sell goods or services that the County may be interested in purchasing.
- Certify/re-certify minority businesses.
- Host at least four business seminars with 40 or more participants in an effort to encourage minority businesses to respond to solicitation areas that the County has not historically received minority participation.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|---------------------------------------|----------------------|----------------------|----------------------|----------------------|-------------------------|
| TOTAL EXPENDITURES | \$ 19,827,867 | \$ 21,969,900 | \$ 22,115,900 | \$ 22,337,200 | 1.7% |
| EXPENDITURE DETAIL | | | | | |
| Office Of The Director | 1,295,063 | 1,287,500 | 1,287,500 | 1,213,000 | -5.8% |
| Facilities Operations And Management | 7,856,046 | 8,499,100 | 8,498,700 | 8,516,300 | 0.2% |
| Contract Administration & Procurement | 1,426,139 | 1,746,900 | 1,733,300 | 1,866,900 | 6.9% |
| General Services | 2,027,089 | 2,028,300 | 2,050,900 | 2,145,400 | 5.8% |
| Minority Business Development | 446,777 | 390,700 | 390,700 | 421,100 | 7.8% |
| Fleet Management Fund | 7,114,055 | 8,659,000 | 8,466,400 | 9,083,200 | 4.9% |
| Property Management Services Fund | 200,630 | 1,266,600 | 1,106,100 | 1,266,600 | 0% |
| Collington Center Fund | 1,573,100 | 8,000 | 638,000 | 8,000 | 0% |
| Recoveries | (2,111,032) | (1,916,200) | (2,055,700) | (2,183,300) | 13.9% |
| TOTAL | \$ 19,827,867 | \$ 21,969,900 | \$ 22,115,900 | \$ 22,337,200 | 1.7% |
| SOURCES OF FUNDS | | | | | |
| General Fund | \$ 10,940,082 | \$ 12,036,300 | \$ 11,905,400 | \$ 11,979,400 | -0.5% |
| Other County Operating Funds: | | | | | |
| Fleet Management Fund | 7,114,055 | 8,659,000 | 8,466,400 | 9,083,200 | 4.9% |
| Property Management Services Fund | 200,630 | 1,266,600 | 1,106,100 | 1,266,600 | 0% |
| Collington Center Fund | 1,573,100 | 8,000 | 638,000 | 8,000 | 0% |
| TOTAL | \$ 19,827,867 | \$ 21,969,900 | \$ 22,115,900 | \$ 22,337,200 | 1.7% |

FY2004 SOURCES OF FUNDS

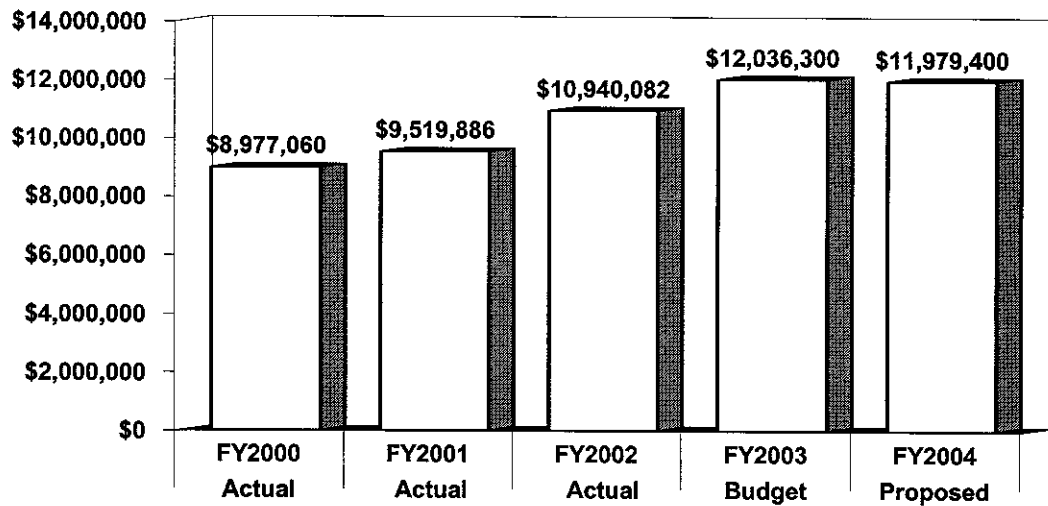
Close to 30% of OCS employees and 40% of the agency's total budget are allocated to the County's vehicle management program.



| | FY2002 BUDGET | FY2003 BUDGET | FY2004 PROPOSED | CHANGE FY2003- FY2004 |
|---------------------------|------------------|------------------|--------------------|-----------------------------|
| GENERAL FUND STAFF | | | | |
| Full Time - Civilian | 167 | 169 | 169 | 0 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 0 | 0 | 0 | 0 |
| Limited Term Grant Funded | 0 | 0 | 0 | 0 |
| OTHER STAFF | | | | |
| Full Time - Civilian | 70 | 70 | 70 | 0 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 0 | 0 | 0 | 0 |
| Limited Term Grant Funded | 0 | 0 | 0 | 0 |
| TOTAL | | | | |
| Full Time - Civilian | 237 | 239 | 239 | 0 |
| Full Time - Sworn | 0 | 0 | 0 | 0 |
| Part Time | 0 | 0 | 0 | 0 |
| Limited Term | 0 | 0 | 0 | 0 |

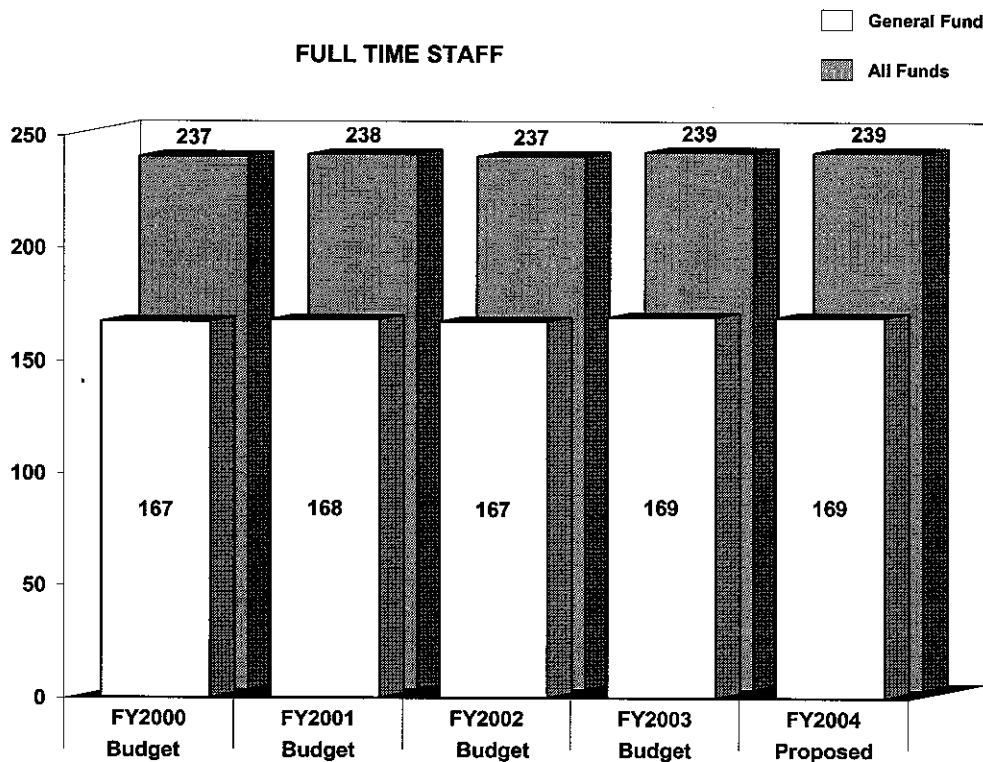
| POSITIONS BY CATEGORY | FULL TIME | PART TIME | LIMITED TERM |
|----------------------------------|--------------|--------------|-----------------|
| Administrative Specialists | 6 | 0 | 0 |
| Administrative Assistants | 10 | 0 | 0 |
| Administrative Aides | 18 | 0 | 0 |
| Buyers | 7 | 0 | 0 |
| Custodial Supervisors | 5 | 0 | 0 |
| Custodians | 25 | 0 | 0 |
| Building Engineers | 23 | 0 | 0 |
| Plumbers | 4 | 0 | 0 |
| Carpenters | 6 | 0 | 0 |
| General Clerks | 5 | 0 | 0 |
| Facility Maintenance Supervisors | 6 | 0 | 0 |
| Electricians | 6 | 0 | 0 |
| HVAC Technicians | 4 | 0 | 0 |
| Mail Personnel | 5 | 0 | 0 |
| Other | 51 | 0 | 0 |
| Mechanics | 49 | 0 | 0 |
| Managers | 9 | 0 | 0 |
| TOTAL | 239 | 0 | 0 |

GENERAL FUND EXPENDITURES



Although the Office's overall expenses decreased slightly in FY2004, funding for Central Services has increased by 33.4% since FY2000.

FULL TIME STAFF



No staff changes are programmed in either the General Fund or Fleet Management Fund in FY2004.

| PERFORMANCE MEASURES | FY2000 ACTUAL | FY2001 ACTUAL | FY2002 ACTUAL | FY2003 ESTIMATED | FY2004 PROJECTED |
|--|---------------|---------------|---------------|------------------|------------------|
| Facilities Operation & Management | | | | | |
| % of routine non-emergency repairs completed in 5 working days | 65% | 65.1% | 66% | 67% | 70% |
| % of security lock repairs completed in one working day | - | - | 55% | 60% | 65% |
| % of all emergency repairs completed in 24 hours | - | - | 30% | 30% | 35% |
| % of monthly preventive maintenance tasks completed on time | - | - | 90% | 95% | 95% |
| % of work requests completed in 30 days | - | - | 80% | 85% | 85% |
| Average maintenance cost per work request (dollars) | - | - | \$55 | \$51 | \$53 |
| Contract Administration & Procurement | | | | | |
| % of formal bids advertised 7 days after Contract Review Committee Approval | - | - | 38.9% | 40% | 50% |
| % of bids awarded within 20 days after opening | - | - | 31.8% | 40% | 50% |
| % of all bids advertised within 60 days from receipt of specifications | - | - | 83% | 85% | 90% |
| % of contract awards to MBE firms offered | - | 47% | 39% | 40% | 35% |
| Number of days to issue inventory and non-inventory purchase orders | - | 25 | 30 | 29 | 25 |
| Average store request delivery time (calendar days) | 20 | 22 | 21 | 8 | 7 |
| General Services Division | | | | | |
| Number of days needed to award construction contracts after design is approved | - | - | 120 | 120 | 120 |
| Fleet Management | | | | | |
| Average preventative maintenance costs | - | - | \$152 | \$375 | \$375 |
| % of County Fleet available for use when required (goal is 98% of the time) | - | - | 95% | 95% | 98% |
| % of all work orders completed within 24 hours | - | - | 80% | 80% | 85% |
| Maintain the percentage of unscheduled repairs at 20% or less | - | - | 52% | 31% | 30% |

| PERFORMANCE MEASURES | FY2000 ACTUAL | FY2001 ACTUAL | FY2002 ACTUAL | FY2003 ESTIMATED | FY2004 PROJECTED |
|--|---------------|---------------|---------------|------------------|------------------|
| <i>Minority Business Development Division</i> | | | | | |
| % of sub-contract bidders that are minority businesses | - | - | 57.2% | 58.5% | 61% |
| % of County minority businesses that are certified with the Minority Business Development Division | - | - | 45.3% | 43.1% | 45.3% |
| % of eligible applicants that are re-certified | - | - | 86% | 85% | 89% |
| Number of firms receiving general information (MBE Certification) | - | - | 2,160 | 2,268 | 2,368 |

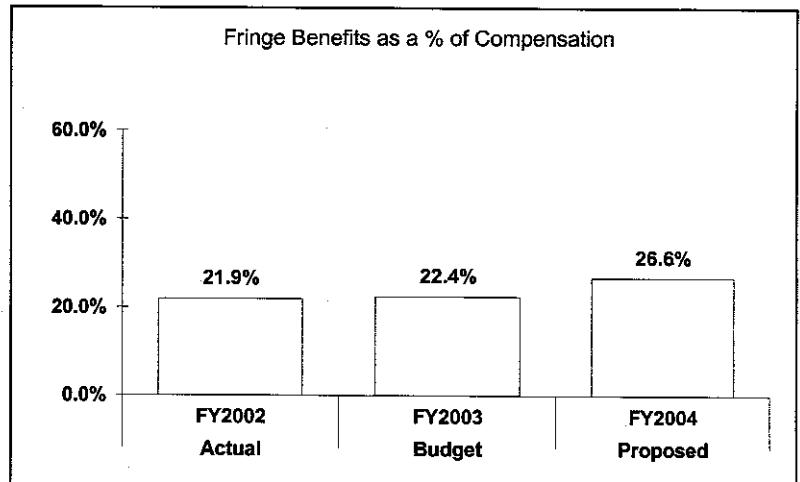
| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|----------------------|----------------------|----------------------|----------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 6,947,183 | \$ 7,398,300 | \$ 7,240,100 | \$ 7,613,700 | 2.9% |
| Fringe Benefits | 1,523,631 | 1,659,200 | 1,572,000 | 2,029,000 | 22.3% |
| Operating Expenses | 4,580,300 | 4,895,000 | 5,149,000 | 4,520,000 | -7.7% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| | \$ 13,051,114 | \$ 13,952,500 | \$ 13,961,100 | \$ 14,162,700 | 1.5% |
| Recoveries | (2,111,032) | (1,916,200) | (2,055,700) | (2,183,300) | 13.9% |
| TOTAL | \$ 10,940,082 | \$ 12,036,300 | \$ 11,905,400 | \$ 11,979,400 | -0.5% |
| STAFF | | | | | |
| Full Time - Civilian | - | 169 | - | 169 | 0% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

The compensation costs support 169 full time positions in the General Fund with anticipated salary lapse resulting from normal attrition. Merit increases are included in the total compensation costs.

Operating expenses decreased primarily due to the transfer of a \$143,000 trash collection contract to the Solid Waste Management Enterprise Fund.

Recoveries increased incrementally resulting from the fringe rate increase from 22.4% to over 26.6%.

| MAJOR OPERATING EXPENDITURES FY2004 | |
|--|--------------|
| Operational Contracts | \$ 1,865,300 |
| Building Repair and Maintenance | \$ 806,700 |
| Equipment Lease | \$ 651,600 |
| Office Automation | \$ 448,000 |
| Operating and Office Supplies | \$ 170,000 |



OFFICE OF THE DIRECTOR - 01

The Office of the Director manages agency operations and provides policy guidance, staff support, overall coordination and direction to the operating divisions, as well as overseeing school construction. This Division also oversees personnel and human resource development/management, budget development and monitoring, finance management, parking coordination and special projects.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 809,950 | \$ 813,100 | \$ 813,100 | \$ 852,200 | 4.8% |
| Fringe Benefits | 158,924 | 182,100 | 182,100 | 227,100 | 24.7% |
| Operating Expenses | 326,189 | 292,300 | 292,300 | 133,700 | -54.3% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 1,295,063 | \$ 1,287,500 | \$ 1,287,500 | \$ 1,213,000 | -5.8% |
| Recoveries | (73,221) | (14,800) | (14,800) | (15,200) | 2.7% |
| TOTAL | \$ 1,221,842 | \$ 1,272,700 | \$ 1,272,700 | \$ 1,197,800 | -5.9% |
| STAFF | | | | | |
| Full Time - Civilian | - | 13 | - | 13 | 0% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

FACILITIES OPERATIONS AND MANAGEMENT - 03

The Facilities Operations and Management Division is responsible for a wide range of building operation, renovation and maintenance services. These include utilities management, custodial services, and mechanical repairs for County-owned and County-maintained buildings and fire stations. This Division is also responsible for minor and major renovation projects. Conference room scheduling, special project set-up, and providing stand-by personnel are special activities of this Division.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 3,901,639 | \$ 4,217,400 | \$ 4,042,400 | \$ 4,252,500 | 0.8% |
| Fringe Benefits | 909,741 | 946,700 | 856,000 | 1,133,300 | 19.7% |
| Operating Expenses | 3,044,666 | 3,335,000 | 3,600,300 | 3,130,500 | -6.1% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 7,856,046 | \$ 8,499,100 | \$ 8,498,700 | \$ 8,516,300 | 0.2% |
| Recoveries | (1,030,828) | (1,018,700) | (1,018,700) | (1,022,400) | 0.4% |
| TOTAL | \$ 6,825,218 | \$ 7,480,400 | \$ 7,480,000 | \$ 7,493,900 | 0.2% |
| STAFF | | | | | |
| Full Time - Civilian | - | 103 | - | 103 | 0% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

CONTRACT ADMINISTRATION & PROCUREMENT - 04

The Contract Administration and Procurement Division provides overall management and direction for the County's purchasing functions in accordance with the legal authority established by Section 603 of the Charter, Subtitle 10A of the Prince George's County Code. This Division is responsible for procurement of contractual services and commodities. It oversees delegated procurement activities and reports on the County's Minority Business Enterprises (MBE) activities. The inventory control and asset management functions are also part of duties of this Division. These functions include storing, retrieving and disposing of surplus property, managing warehouse operations and storage, selling and/or returning of forfeited assets seized by law enforcement officials.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|--------------------------|--------------------------|-----------------------------|----------------------------|---------------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 984,785 | \$ 1,176,400 | \$ 1,176,400 | \$ 1,231,700 | 4.7% |
| Fringe Benefits | 211,291 | 263,500 | 263,500 | 328,200 | 24.6% |
| Operating Expenses | 230,063 | 307,000 | 293,400 | 307,000 | 0% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 1,426,139 | \$ 1,746,900 | \$ 1,733,300 | \$ 1,866,900 | 6.9% |
| Recoveries | (139,936) | (161,400) | (161,600) | (161,700) | 0.2% |
| TOTAL | \$ 1,286,203 | \$ 1,585,500 | \$ 1,571,700 | \$ 1,705,200 | 7.5% |
| STAFF | | | | | |
| Full Time - Civilian | - | 28 | - | 28 | 0% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

GENERAL SERVICES - 05

This Division provides overall management for vertical construction, the Capital Improvement Program, major renovation projects, leasing and acquisition of real property as well as the disposition of real property. General Services (GS) is responsible for providing mail and courier services throughout the government. GS also manages the convenience copy center, records management and high-speed reproduction services.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 925,813 | \$ 921,300 | \$ 938,100 | \$ 987,500 | 7.2% |
| Fringe Benefits | 183,453 | 206,400 | 209,900 | 263,200 | 27.5% |
| Operating Expenses | 917,823 | 900,600 | 902,900 | 894,700 | -0.7% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 2,027,089 | \$ 2,028,300 | \$ 2,050,900 | \$ 2,145,400 | 5.8% |
| Recoveries | (867,047) | (686,300) | (825,600) | (949,000) | 38.3% |
| TOTAL | \$ 1,160,042 | \$ 1,342,000 | \$ 1,225,300 | \$ 1,196,400 | -10.8% |
| STAFF | | | | | |
| Full Time - Civilian | - | 20 | - | 20 | 0% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

MINORITY BUSINESS DEVELOPMENT - 06

Minority Business Development Division is comprised of the staff of the Minority Business Opportunities Commission. The Division promotes the development of minority business opportunities within the County by offering minority entrepreneurs aggressive business advocacy, valuable information and expert referrals.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|-------------------|-------------------|---------------------|--------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 324,996 | \$ 270,100 | \$ 270,100 | \$ 289,800 | 7.3% |
| Fringe Benefits | 60,222 | 60,500 | 60,500 | 77,200 | 27.6% |
| Operating Expenses | 61,559 | 60,100 | 60,100 | 54,100 | -10% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 446,777 | \$ 390,700 | \$ 390,700 | \$ 421,100 | 7.8% |
| Recoveries | 0 | (35,000) | (35,000) | (35,000) | 0% |
| TOTAL | \$ 446,777 | \$ 355,700 | \$ 355,700 | \$ 386,100 | 8.5% |
| STAFF | | | | | |
| Full Time - Civilian | - | 5 | - | 5 | 0% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

FLEET MANAGEMENT FUND

The Fleet Management Fund is used to account for fees charged to the County agencies by the Fleet Management Division, which is responsible for managing 3,000 vehicles and repairing 4,100 sedans, trucks, buses and public safety vehicles. The fees are based on an allocation of the costs of the Division's operations. Mechanics provide a wide range of maintenance services, including regular preventive maintenance, repairs, towing and road service and component rebuilding. The Division oversees and evaluates the bodywork repairs of outside contractors for accident damage. The Fleet Administrator also has the responsibility of identifying vehicles that have become eligible for replacement due to excessive use or high repair costs, managing the County's fuel and oil inventories and operating the Motor Pool, which provides agencies in need with temporary transportation on a rental basis.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 3,048,126 | \$ 3,456,000 | \$ 3,330,900 | \$ 3,618,100 | 4.7% |
| Fringe Benefits | 703,425 | 841,200 | 810,700 | 1,043,100 | 24% |
| Operating Expenses | 3,362,504 | 3,720,800 | 3,683,800 | 3,372,000 | -9.4% |
| Capital Outlay | 0 | 641,000 | 641,000 | 1,050,000 | 63.8% |
| Sub-Total | \$ 7,114,055 | \$ 8,659,000 | \$ 8,466,400 | \$ 9,083,200 | 4.9% |
| Recoveries | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$ 7,114,055 | \$ 8,659,000 | \$ 8,466,400 | \$ 9,083,200 | 4.9% |
| STAFF | | | | | |
| Full Time - Civilian | - | 70 | - | 70 | 0% |
| Full Time - Sworn | - | 0 | - | 0 | 0% |
| Part Time | - | 0 | - | 0 | 0% |
| Limited Term Grant | - | 0 | - | 0 | 0% |

FLEET MANAGEMENT INTERNAL SERVICE FUND - IS43

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|---|------------------|------------------|---------------------|--------------------|-------------------------|
| BEGINNING FUND BALANCE | \$ 1,298,839 | \$ 1,055,868 | \$ 2,741,966 | \$ 2,741,966 | 159.7% |
| REVENUES | | | | | |
| Vehicle Charges | \$ 8,390,909 | \$ 7,445,400 | \$ 7,393,800 | \$ 7,500,000 | 0.7% |
| Pool Cars | 89,576 | 100,000 | 100,000 | 100,000 | 0% |
| Gas Surcharge | 11,823 | 0 | 0 | 0 | 0% |
| Miscellaneous | 5,751 | 8,000 | 8,000 | 6,000 | -25% |
| Appropriated Fund Balance | 0 | 141,000 | 0 | 577,200 | 309.4% |
| Monthly Vehicle Charges | 0 | 964,600 | 964,600 | 900,000 | -6.7% |
| TOTAL REVENUES | \$ 8,498,059 | \$ 8,659,000 | \$ 8,466,400 | \$ 9,083,200 | 4.9% |
| EXPENDITURES | | | | | |
| Compensation | \$ 3,048,126 | \$ 3,456,000 | \$ 3,330,900 | \$ 3,618,100 | 4.7% |
| Fringe | 703,425 | 841,200 | 810,700 | 1,043,100 | 24% |
| Operating Expenses | 2,972,022 | 3,299,200 | 3,262,200 | 2,937,800 | -11% |
| Depreciation | 198,491 | 232,400 | 232,400 | 234,200 | 0.8% |
| Interest Expense | 191,991 | 189,200 | 189,200 | 200,000 | 5.7% |
| General Fund Transfer | 0 | 0 | 0 | 0 | 0% |
| Capital Outlay - Heavy Equip. | 0 | 141,000 | 141,000 | 50,000 | -64.5% |
| Capital Outlay - Vehicle Replacement | 0 | 500,000 | 500,000 | 1,000,000 | 100% |
| TOTAL EXPENDITURES | \$ 7,114,055 | \$ 8,659,000 | \$ 8,466,400 | \$ 9,083,200 | 4.9% |
| EXCESS OF REVENUES OVER EXPENDITURES | \$ 1,384,004 | \$ 0 | \$ 0 | \$ 0 | 0% |
| OTHER ADJUSTMENTS | \$ 59,123 | \$ (141,000) | \$ 0 | \$ (577,200) | 309.4% |
| ENDING FUND BALANCE | \$ 2,741,966 | \$ 914,868 | \$ 2,741,966 | \$ 2,164,766 | 136.6% |

PROPERTY MANAGEMENT SERVICES FUND

The Property Management Services Fund accounts for the receipt of revenues from the disposition of surplus real property and the various costs related to the disposition of the properties.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|-------------------|---------------------|---------------------|---------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 0 | \$ 0 | \$ 0 | 0 | 0% |
| Fringe Benefits | 0 | 0 | 0 | 0 | 0% |
| Operating Expenses | 200,630 | 1,266,600 | 1,106,100 | 1,266,600 | 0% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 200,630 | \$ 1,266,600 | \$ 1,106,100 | \$ 1,266,600 | 0% |
| Recoveries | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$ 200,630 | \$ 1,266,600 | \$ 1,106,100 | \$ 1,266,600 | 0% |

PROPERTY MANAGEMENT SPECIAL REVENUE FUND - SR47

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|---|---------------------|-----------------------|-----------------------|-----------------------|-------------------------|
| BEGINNING FUND BALANCE | \$ 2,746,822 | \$ 1,700,022 | \$ 2,614,969 | \$ 1,551,869 | -8.7% |
| REVENUES | | | | | |
| Rental Income | \$ 0 | \$ 26,000 | \$ 0 | \$ 0 | -100% |
| Principal Payments | 0 | 125,000 | 31,000 | 31,000 | -75.2% |
| Mortgage Interest | 0 | 18,200 | 12,000 | 12,000 | -34.1% |
| Miscellaneous | 0 | 0 | 0 | 0 | 0% |
| Appropriated Fund Balance | 0 | 1,097,400 | 1,063,100 | 1,223,600 | 11.5% |
| Interest and dividends | 67,567 | 0 | 0 | 0 | 0% |
| Sale of property | 1,210 | 0 | 0 | 0 | 0% |
| TOTAL REVENUES | \$ 68,777 | \$ 1,266,600 | \$ 1,106,100 | \$ 1,266,600 | 0% |
| EXPENDITURES | | | | | |
| Operating Expenses | \$ 200,630 | \$ 266,600 | \$ 106,100 | \$ 266,600 | 0% |
| Debt Service | 0 | 0 | 0 | 0 | 0% |
| Contingency Reserve | 0 | 0 | 0 | 0 | 0% |
| General Fund Transfer | 0 | 1,000,000 | 1,000,000 | 1,000,000 | 0% |
| TOTAL EXPENDITURES | \$ 200,630 | \$ 1,266,600 | \$ 1,106,100 | \$ 1,266,600 | 0% |
| EXCESS OF REVENUES OVER EXPENDITURES | \$ (131,853) | \$ 0 | \$ 0 | \$ 0 | 0% |
| OTHER ADJUSTMENTS | \$ 0 | \$ (1,097,400) | \$ (1,063,100) | \$ (1,223,600) | 11.5% |
| ENDING FUND BALANCE | \$ 2,614,969 | \$ 602,622 | \$ 1,551,869 | \$ 328,269 | -45.5% |

COLLINGTON CENTER FUND

The Collington Center Special Revenue Fund is used to account for revenue from the sale of properties within the Center and to finance costs incurred from managing the Fund.

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|----------------------------|---------------------|------------------|---------------------|--------------------|-------------------------|
| EXPENDITURE SUMMARY | | | | | |
| Compensation | \$ 0 | \$ 0 | \$ 0 | 0 | 0% |
| Fringe Benefits | 0 | 0 | 0 | 0 | 0% |
| Operating Expenses | 1,573,100 | 8,000 | 638,000 | 8,000 | 0% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0% |
| Sub-Total | \$ 1,573,100 | \$ 8,000 | \$ 638,000 | \$ 8,000 | 0% |
| Recoveries | 0 | 0 | 0 | 0 | 0% |
| TOTAL | \$ 1,573,100 | \$ 8,000 | \$ 638,000 | \$ 8,000 | 0% |

COLLINGTON CENTER SPECIAL REVENUE FUND - SR48

| | FY2002 ACTUAL | FY2003 BUDGET | FY2003 ESTIMATED | FY2004 PROPOSED | CHANGE FY2003-FY2004 |
|---|---------------------|-------------------|---------------------|--------------------|-------------------------|
| BEGINNING FUND BALANCE | \$ 1,090,015 | \$ 71,615 | \$ 191,915 | \$ 183,915 | 156.8% |
| REVENUES | | | | | |
| Interest & Dividends | \$ 0 | \$ 0 | \$ 0 | \$ 0 | 0% |
| Sale of Property & Principal | 675,000 | 0 | 630,000 | 0 | 0% |
| Miscellaneous | 0 | 0 | 0 | 0 | 0% |
| Appropriated Fund Balance | 0 | 8,000 | 8,000 | 8,000 | 0% |
| TOTAL REVENUES | \$ 675,000 | \$ 8,000 | \$ 638,000 | \$ 8,000 | 0% |
| EXPENDITURES | | | | | |
| Operating Expenses | \$ 1,573,100 | \$ 8,000 | \$ 2,000 | \$ 8,000 | 0% |
| Contingency Reserve | 0 | 0 | 0 | 0 | 0% |
| General Fund Transfer | 0 | 0 | 0 | 0 | 0% |
| Capital Improvement Transfer | 0 | 0 | 636,000 | 0 | 0% |
| TOTAL EXPENDITURES | \$ 1,573,100 | \$ 8,000 | \$ 638,000 | \$ 8,000 | 0% |
| EXCESS OF REVENUES OVER EXPENDITURES | \$ (898,100) | \$ 0 | \$ 0 | \$ 0 | 0% |
| OTHER ADJUSTMENTS | \$ 0 | \$ (8,000) | \$ (8,000) | \$ (8,000) | 0% |
| ENDING FUND BALANCE | \$ 191,915 | \$ 63,615 | \$ 183,915 | \$ 175,915 | 176.5% |